



ASTSWMO, Providing Pathways to Our  
Nation's Environmental Stewardship Since 1974

## **ASTSWMO Brownfields and Superfund Symposium: A Training Conference for State and Federal Managers and Staff August 3 - 5, 2016 Detroit, Michigan**

### **Symposium Participation and Agenda**

The Association of State and Territorial Solid Waste Management Officials (ASTSWMO) is pleased to sponsor the Brownfields and Superfund Symposium on Wednesday, August 3 – Friday, August 5, 2016 in Detroit, Michigan.

The two and-a-half day Symposium has been designed as a forum for interaction among State and Territorial (State) Superfund Managers, U.S. Environmental Protection Agency Headquarters and Regional staff, and other invited guests. The primary objective of this Symposium is to emphasize discussion and information-sharing opportunities among speakers and attendees regarding approaches and strategies used by State Brownfield and Superfund programs in remediating and revitalizing the various sites across the country. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be accorded to our members, federal officials and invited guests.

[Click here](#) to view a PDF of the current draft outline agenda. Please continue to check this link for future updates to the agenda.

### **Symposium Registration**

There is no registration fee for the ASTSWMO Symposium. However, all attendees and speakers must register with ASTSWMO by July 11, 2016.

Please [click here](#) for the on-line registration form. A confirmation e-mail will be forwarded to you upon receipt of the completed registration form. If you have any additional questions, please contact Scott Lauher in the ASTSWMO office at 202-624-5423 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

If you need assistance with the on-line registration process, please contact Molly Lowney in the ASTSWMO office at 202-624-7883 or [mollyl@astswmo.org](mailto:mollyl@astswmo.org).

## Reimbursement Opportunities

ASTSWMO has funding to reimburse 1 State Superfund and 1 Brownfield program staff per State. If all reimbursement opportunities are not utilized, States can send additional staff on a first-come/first-served basis. Additional State/Territorial staff are welcome to register and attend using alternate funding sources as long as space is available. Reimbursement includes, air and ground transportation costs, hotel room expenses up to three nights (August 2-4, 2016) at the government rate, and meals and incidentals at actual costs up to the federal per diem of \$54 for Detroit, MI.

ASTSWMO's current travel procedures and reimbursement policies are available on our web site at <http://www.astswmo.org/>, in the Travel and Reimbursement area. Please review these policies, as they have changed recently and may also be different from others you are used to using. For example, ASTSWMO does not pay for rental cars or phone/internet charges.

If you are requesting travel reimbursement to the Symposium, it is essential that you indicate this request on the Registration Form, since **your reimbursement request must be approved by ASTSWMO prior to travel**. If we subsequently receive a reimbursement claim from an individual whose reimbursement has not received prior Association approval, we will be forced to return it without action, as all available funds will have been allocated for this meeting. If your State travel approval process requires any special documentation stating that ASTSWMO will be able to provide you with travel reimbursement, please advise Scott Lauher at 202-624-5423 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

The official dates of travel for the Symposium are arrival on Tuesday, August 2, 2016 and departure on Friday, August 5, 2016. If you plan to travel earlier than August 2<sup>nd</sup> or return home later than August 5<sup>th</sup>, you must submit your completed Special Travel Forms to Barbara Hall, ASTSMWO Office Administrator via fax at 202-6331-3254 or by e-mail at [barbarah@astswmo.org](mailto:barbarah@astswmo.org) **prior to finalizing** your travel plans. ASTSWMO does not approve any special travel after the travel has been completed. The Special Travel Policy and Forms are located on the ASTSWMO website at <http://www.astswmo.org/>, in the Travel and Reimbursement area.

**ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the meeting.**

If you are seeking funding from the Association, the reimbursement claim form specifically coded for the meeting will be sent to you within one week of the Symposium. If you are being reimbursed, please submit your reimbursement claim as soon as you return from the Symposium. It is ASTSWMO's policy that any reimbursement claim must be submitted within 30-days of travel. Therefore, reimbursement claims for the Symposium must be received by September 7, 2016, or ASTSWMO will be unable to reimburse your costs.

If you have any questions about ASTSWMO reimbursement, please contact Scott Lauher at 202-624-5423 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

## Hotel Accommodations and Rates

The 2016 ASTSWMO Brownfields and Superfund Symposium will be held at the Crowne Plaza Detroit Downtown Riverfront Hotel. A block of sleeping rooms has been reserved at the government rate of \$115.00 single or double occupancy/night plus State and local taxes (currently 13%). **Room reservations will be accepted through**

**July 11, 2016**; reservations made after that date will be subject to a determination by the hotel of space and rate availability.

Please use the following options to make your hotel reservations:

- By Phone: Call 313-965-0200 and refer to the "ASTSWMO CaBS Joint Symposium"
- By Internet: [ASTSWMO Cabs Joint Symposium](#)

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card; the hotel will not hold any reservations unless secured by one of these methods. Guests have 24 hours prior to their scheduled arrival date to cancel their reservations without penalty. Check-in time is 3:00 PM and check-out time is 12:00 PM. Any early arrivals or late departures are based on a first come, first serve basis. Guests can request, when they make their reservations, to have an early check-in or late departure and then the front desk can approve them when the time comes.

We strongly encourage State and Territorial participants to make your reservations by **July 11, 2016**, even if your State travel approval is not in place at that time, so you will have a room at the government rate within the ASTSWMO room block. You can cancel your reservations later if need be. We cannot guarantee the government rate will be available once the room block has expired.

The hotel is in downtown Detroit, and below is the hotel contact information:

[Crowne Plaza Downtown Riverfront Hotel](#)

2 Washington Blvd.  
Detroit, Michigan 48226 USA  
Phone: (313) 965-0200  
Reservations: 877-227-6963

## Air and Ground Transportation

The closest airport is the Detroit Metropolitan Wayne County Airport; it is located approximately 22-miles from the Crowne Plaza Downtown Riverfront Hotel.

<http://www.metroairport.com/>

### Shuttle

You can make a reservation for transportation via Skoot from the airport to the hotel. The promo code is ASTSWMODET16 and can be redeemed for a \$41 per person round trip rate.

<http://www.rideskoot.com/>

### From Detroit Metro (DTW) to Cobo Center or Downtown Hotels

6:00 AM – 8:30PM

Departs every 20-30 minutes

North Terminal: Ground transportation Stall #2

McNamara Terminal: Hotel/Parking Shuttle pickup area in Ground Transportation

### **From Downtown to Metro Airport (DTW)**

5:30 AM – 7:00 PM

Depart every 90 minutes

### **Ticket Prices:**

\$20 to the airport per person, \$23 from the airport per person

The estimated taxi fare between the airport and the hotel is \$50.00 (one way).

## **Travel By Car**

Members seeking reimbursement who wish to drive to the Symposium may do so provided that the total cost of driving does not exceed the cost of regular round-trip airfare. **If the round-trip driving mileage will exceed 500 miles, members must obtain approval from ASTSWMO prior to travel by completing and submitting a Special Travel Form, Work Sheet “B” and the required additional information.** The current forms that should be used to request prior approval are available on the ASTSWMO web site, <http://www.astswmo.org/>, or by contacting Scott Lauher in the ASTSWMO office at 202-624-5423 or [scottl@astswmo.org](mailto:scottl@astswmo.org). All special travel forms must be approved by Barbara Hall ([barbarah@astswmo.org](mailto:barbarah@astswmo.org)), prior to the Symposium. Costs are calculated at .54 cents per mile, plus tolls. Please note: ASTSWMO does not reimburse for on-road hotel and meal costs. If you travel by car, ASTSWMO will reimburse for the onsite hotel self-parking fee. If self-park is unavailable, ASTSWMO will reimburse the full cost of valet parking. The hotel offers covered parking onsite for an overnight fee of \$25 and a daily fee of \$10. **ASTSWMO cannot pay for rental cars.**

## **Green Meeting**

ASTSWMO is committed to minimizing the environmental impact of this meeting through decreasing the amount of solid waste produced by the event, and disposing of solid and liquid wastes generated at the event in an environmentally responsible manner. As such, ASTSWMO has evaluated how best to distribute information on the meeting previous to and following the event.

**Please note** that paper copies of presentations will not be provided at the meeting. Instead, we encourage all speakers to provide their presentations in electronic format for posting on the ASTSWMO website by **TBD** so that attendees can download and/or print their own copies in advance. We suggest that all attendees and speakers print any materials on recycled paper stock using both sides of the paper. Should you wish to distribute informational materials at the meeting, please bring only what is needed and take back with you everything that you don't hand out. The hotel will provide on-site recycling.

## **ASTSWMO Gives Back**

ASTSWMO selected the nonprofit recipient, The Greening of Detroit. The focus of this organization is to enhance the quality of life for Detroiters by repurposing the land to create beautiful and productive green space. They help give back to the community through engagement, education and jobs. Click [here](#) to see their webpage!

## Special Requests

If you will require any special accommodations for disabilities, special assistance or other services, please request them when making your hotel reservations as well as on the symposium registration form. Also contact Scott Lauher in the ASTSWMO office at 202-624-5423 or [scottl@astswmo.org](mailto:scottl@astswmo.org) to inform him of your specific accommodation/service requirements, or if you have any special dietary restrictions/needs.

## Questions?

Questions about any aspect of the Symposium can be directed to Scott Lauher in the ASTSWMO office at 202-624-5423 or [scottl@astswmo.org](mailto:scottl@astswmo.org).

## DEADLINES TO REMEMBER

**Make Your Hotel Reservations by: July 11, 2016**

**Register with ASTSWMO by: July 11, 2016**