

**ASTSWMO Joint Hazardous Waste and Materials Management Training
August 15-17, 2017**

**Sheraton Oklahoma City Downtown Hotel
Oklahoma City, OK**

Joint Training Participation

ASTSWMO is pleased to invite State and Territorial (State) Hazardous Waste and Materials Management managers, as well as EPA Headquarters and Regional staff and other invited guests to the August 15-17, 2017 Joint Hazardous Waste and Materials Management Training (Joint Training). Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests.

Joint Training Agenda

The two and-a-half day Joint Training is a mix of plenary and concurrent sessions that will provide a forum for training and information-sharing among attendees. Plenary sessions will address issues relevant to both Hazardous Waste and Materials Management programs. Concurrent sessions will allow for a focus on Hazardous Waste and Materials Management program-specific topics.

A draft outline agenda is available at astswmo.org, and will be updated as new information is received.

Joint Training Registration

ASTSWMO is **NOT** charging a registration fee for the Joint Training. However, all attendees must register for the meeting **by July 21, 2017**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to July 21. There will be no on-site registration.

As you complete the registration form, we ask that you:

- please do not use all uppercase or all lowercase letters in typing your contact information (i.e., Jane Smith); and
- please use dash marks when entering your phone and fax numbers (i.e., 202-640-1060).

The link to the online registration form is:

<https://www.regonline.com/2017jointhazardouswasteandmaterialsmanagementworks>

A registration confirmation e-mail will be forwarded to you upon receipt of your completed registration form. **However, confirmation of reimbursement will be sent separately by ASTSWMO staff if requested and approved.** As noted in the Reimbursement Opportunities section, if you are requesting reimbursement, please do not make any travel arrangements before you receive confirmation from ASTSWMO staff.

If you need assistance regarding registration, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or barbarah@astswmo.org).

Sponsorship Opportunities

ASTSWMO is offering sponsorship opportunities at the Joint Training. If you are interested in sponsoring a portion of the Joint Training, please contact Dania Rodriguez, ASTSWMO Executive Director, at daniar@astswmo.org.

For more details on Sponsorship, please read our [Sponsorship Policy](#).

Reimbursement Opportunities

ASTSWMO has funding available to reimburse 42 Hazardous Waste program attendees and 42 Materials Management program attendees. Within this limited funding, ASTSWMO will only be able to reimburse one attendee per State per program. ASTSWMO requests that States predetermine which staff will travel with ASTSWMO funding prior to registering for the Joint Training. States may fund additional attendees.

In order to receive ASTSWMO funding, the State attendee must be pre-registered with ASTSWMO and funding must be approved and confirmed by ASTSWMO prior to travel arrangements being made.

For those registrants that qualify for ASTSWMO funding, travel reimbursement includes airfare (or, if you are driving, mileage per ASTSWMO's travel policy; or train transportation per ASTSWMO's travel policy); hotel room expenses up to three nights (August 14, 15 and 16, 2017) at the government rate of \$97 per night plus taxes; meals and incidentals at actual costs up to the federal per diem of \$59 for Oklahoma City, OK; ground transportation; and airline baggage check fees for one bag each way at the lowest cost. **ASTSWMO requires original receipts for expenses over \$75, which are typically airfare, hotel, taxi receipts and airport parking.**

For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim as soon as you return from the meeting. ASTSWMO's policy is that all reimbursements must be received within 30 days of travel. Therefore, all Joint Training reimbursements must be postmarked or received via email no later than **Monday, September 18, 2017**.

If you have any questions about travel reimbursement or State participation, please contact Kerry Callahan in the ASTSWMO office at kerry@astswmo.org or 202-640-1062.

Travel Policies & Special Travel Requests

ASTSWMO's current travel and reimbursement policies and procedures are located on our website's [Travel and Reimbursement page](#). Please review these policies; they have changed recently and may be different from others you are used to using.

The official travel dates for the Joint Training are arrival on August 14, 2017, and departure on August 17, 2017. Additional night stay-overs must be pre-approved by ASTSWMO prior to travel. If you plan to travel earlier than August 14, or return home later than August 17, you must submit a completed Special Travel Request and supporting documentation to Barbara Hall at barbarah@astswmo.org prior to finalizing your travel plans. ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the Joint Training. **If the meeting attendee travels outside of the approved travel dates and**

does not receive approval prior to their travel, then ASTSWMO reserves the right not to reimburse the traveler for their airfare or mileage.

The Special Travel Request forms are located on our website's [Special Travel and Reimbursement page](#).

For more information regarding ASTSWMO travel procedures and allowable expenses, or special travel, please contact Barbara Hall (202-640-1066 or barbarah@astswmo.org).

Hotel Accommodations and Rates

The 2017 ASTSWMO Joint Training will be held at the Sheraton Oklahoma City Downtown Hotel. The hotel is centrally located in downtown Oklahoma City, just a few blocks from the restaurants, shopping, art museum and music and sports venues in the Bricktown Entertainment District. The hotel contact information is:

Sheraton Oklahoma City Downtown Hotel
1 N Broadway Ave
Oklahoma City, OK, 73102
405-235-2780
<http://www.sheratonokc.com/>

ASTSWMO has reserved a block of sleeping rooms at the government rate of \$97, plus applicable State and local taxes, currently 13.875%. Room reservations will be accepted through **Friday, July 21, 2017**; reservations made after that date will be subject to room and date availability. The rate will be available two (2) days prior and two (2) days after the dates of the room block (August 14-17), subject to the availability of guest rooms at the time of the reservation.

Reservations within the ASTSWMO room block at the Sheraton Oklahoma City Downtown Hotel can be made:

- Online: The hotel has created a personalized web site for the Joint Training: [ASTSWMO Joint Hazardous Waste & Materials Mgmt Training Conf.](#)

Or, if you have difficulty using the above link, you can enter the following link in your browser:

<https://www.starwoodmeeting.com/Book/ASTSWMOJointHazardousWasteMaterialsMgmtTrainingConf2017>

- By Phone: Dial 1-800-325-3535 and indicate that you are calling for the ASTSWMO Joint Hazardous Waste group block to receive the government rate.

All reservations must be accompanied by a first night's room deposit or guaranteed with a major credit card. Failure to cancel a guaranteed reservation will result in a charge of one night's room and tax applied to the credit card or forfeiture of the deposit. Guests may cancel their reservations 72 hours prior to arrival without penalty. After that, there would be a one (1) night room and tax cancellation fee. Hotel check-in is 3:00 PM and checkout is 12:00 PM.

ASTSWMO strongly suggests that attendees **make their hotel reservations in advance** of receiving out-of-State travel approval to ensure room availability at the contracted rate.

Airports and Transportation

Airports

The closest airport is the Will Rogers World Airport (<http://www.flyokc.com/>), which is located around 20-25 minutes from the hotel.

Shuttles/Taxis/Other Ground Transportation

The hotel does not have an airport shuttle. Airport Express operates from the Will Rogers World Airport to the hotel. Attendees can make reservations online prior to arrival at:

<https://www.airportexpressokc.com/>

The average taxi fare from the airport to downtown Oklahoma City is \$24 to \$26. Uber is also an option.

For additional information on ground transportation from the airport, visit:

<http://www.flyokc.com/OtherTransportation.aspx>

Travel by Personal Auto

Members seeking reimbursement who wish to drive to the Joint Training may do so without ASTSWMO pre-approval provided that the total roundtrip mileage is less than or equal to 500 miles and the total cost of driving does not exceed the cost of regular roundtrip airfare. If more than 500 miles, then members must obtain prior approval from ASTSWMO by completing the Special Travel Request form and Work Sheet B, and providing the supporting documentation, prior to travel (download the [Travel and Reimbursement Form](#) from ASTSWMO's website or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of \$0.535 per mile, plus tolls. Please submit a completed Special Travel Request form and the supporting documentation to Barbara Hall in the ASTWMO office (fax: 202-331-3254 or email to barbarah@astswmo.org) prior to finalizing your travel plans.

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. The hotel offers daily and overnight valet parking for \$25 and overnight self-parking for \$10 with two in and out privileges. A receipt is required when the total cost of the parking exceeds \$75, regardless of the daily rate.

Driving Directions

Please visit the hotel website for detailed driving instructions:

<http://www.sheratonokc.com/driving-directions>

Special Accommodations

Please contact Barbara Hall in the ASTSWMO office (barbarah@astswmo.org or 202-640-1066) with any special accommodation needs. You may also list them on the registration form, which has a text box in which to list ADA and other special needs.

ASTSWMO Gives Back

In April of 2015, ASTSWMO began an initiative to support local community development projects and organizations in the cities in which we hold our meetings. Since ASTSWMO began accepting donations, we have raised more than \$4,000 for various charities.

The chosen charity for the 2017 Joint Training has not been finalized yet. Please stay tuned!

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 prior 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 **August 10, 2017**, 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.

DEADLINES TO REMEMBER

Meeting Registration Deadline: **Friday, July 21, 2017**
Hotel Room Block Cut-off Date: **Friday, July 21, 2017**
Reimbursement Deadline: **Monday, September 18, 2017**