

**Renewable Energy Power Workshop  
March 21-22, 2017**

**Sheraton Pentagon City  
Arlington, VA**

**RE-Power Workshop**

ASTSWMO is pleased to invite State and Territorial (State) managers involved in renewable energy programs, as well as EPA Headquarters and Regional staff, and other invited guests to the March 21-22, 2017, Renewable Energy Power (RE-Power) Workshop in Arlington, VA. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests.

**Meeting Agenda**

A draft agenda is available on our website, [astswmo.org](http://astswmo.org), and will be updated as new information is received.

**Meeting Registration**

ASTSWMO is **NOT** charging a registration fee for the RE-Power Workshop. All attendees must register for the meeting. The last day to register with ASTSWMO is **Friday, March 3, 2017**. **Please note that the room block will close on February 24, 2017**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to March 3. There will be no on-site registration for the workshop.

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).

Please [click here](#) for the online registration form. A confirmation of registration e-mail will be forwarded to you upon receipt of your completed registration form.

**Please note that confirmation of reimbursement will be sent separately by ASTSWMO staff. Please do not make any travel arrangements before you receive the reimbursement confirmation from ASTSWMO staff.**

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

## Reimbursement Opportunities

ASTSWMO has funding available to reimburse a limited number of State attendees for their travel expenses, lodging, and meals on a first-come, first-serve basis. Unlike program meetings, we do not have reimbursement slots per State for this workshop. 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. For more information regarding ASTSWMO travel procedures and allowable expenses, please contact Barbara Hall (202-640-1066 or [barbarah@astswmo.org](mailto:barbarah@astswmo.org)).

ASTSWMO strongly suggests that attendees make their hotel reservations **in advance** of receiving out-of-State travel approval and/or funding confirmation from ASTSWMO to ensure room availability at the contracted rate. If necessary, you can cancel your hotel reservations up to 24 hours prior to check-in without penalty. **Additional night stay-overs must be pre-approved** by ASTSWMO prior to travel. **ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the meeting.** If you plan to travel earlier than March 20 or return home later than March 22, you must submit a completed Special Travel Request form and the supporting documentation to Barbara Hall in the ASTSWMO office (fax: 202-331-3254 or email to [barbarah@astswmo.org](mailto:barbarah@astswmo.org)) prior to finalizing your travel plans. If you are an ASTSWMO Brownfields Focus Group member, respective dates of travel is March 20 through March 23. If you plan to travel earlier than March 20 or return home later than March 23, you must submit a completed Special Travel Request form and the supporting documentation to Barbara Hall in the ASTSWMO office (fax: 202-331-3254 or email to [barbarah@astswmo.org](mailto:barbarah@astswmo.org)) prior to finalizing your travel plans.

**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 [Travel and Reimbursement page](#). Should you have any questions regarding reimbursement or special travel, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or [barbarah@astswmo.org](mailto:barbarah@astswmo.org)).

**Also, please note: 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 postmarked or sent via email within 30 days of travel. Therefore, all workshop reimbursements must be postmarked no later than **Monday, April 24, 2017**.**

## Hotel Accommodations and Rates

The Renewable Energy Power Meeting will be held at the **Sheraton Pentagon City Hotel**. The hotel is located in Arlington, VA and is a short distance from restaurants, shopping, and sites.

### **Sheraton Pentagon City**

900 S Orme St  
Arlington, VA, 22204  
[\(703\) 521-1900](tel:7035211900)

**ASTSWMO has reserved a block of sleeping rooms at the government rate of \$209, plus 13.2% State and local taxes, for an inclusive rate of \$236.58.** Room reservations will be accepted through **Friday, February 24, 2017**; reservations made after that date will be subject to room and date availability. Attendees should contact Sheraton Pentagon City Reservations, and **must specify that their reservation is with the “ASTSWMO March DC Meeting” when making reservations over the phone with the hotel.**

### **To book your room at the Sheraton Pentagon City:**

Dial: 1-703-521-1900

Group code: **ASTSWMO**

For online bookings, please click the [link](#), or copy and paste the following link into a web browser:  
<https://www.starwoodmeeting.com/events/start.action?id=1702017797&key=7857D24>

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. The deposit will be forfeited for all no-shows and for all reservations canceled within 48 hours prior to arrival. Hotel check-in is 3:00 PM and checkout is 12:00PM. Please visit the hotel website for more information about their [cancellation policies](#).

The federal per diem rate for Arlington, VA is **\$69/day for meals and incidental costs**. However, note that ASTSWMO reimburses actual expenses, not a flat per diem, for these items. **We require original receipts for expenses over \$75, which is typically airfare, hotel, and airport parking.**

## **Airports and Transportation**

### Airports

The closest and most convenient airport is Reagan National Airport (DCA), located about 10 minutes from the hotel.

### Taxis/Shuttles

For comparative purposes, the minimum taxicab fares are about \$20 from the Reagan National Airport (DCA), to the hotel. ASTSWMO does not reimburse for rental cars. All airports are serviced by Super Shuttle service, UBER, LYFT, and other group transportation modes, which are the most

cost-effective options. Go to [Reagan National Airport's website](#) for more detailed ground transportation information. If possible, please utilize the hotel shuttle.

#### Hotel Shuttle to/from Reagan National Airport:

A free shuttle is available to take you to and from the airport. The shuttle leaves every 30 minutes on the hour and half hour. If you're coming from the airport, the shuttle picks up passengers from Terminal A, Door 5 and Door 9 on the 15 and 45 of every hour. If you have questions, please call 1-703-521-1900, and click [here](#) for more information.

#### **Travel by Personal Auto**

Members seeking reimbursement who wish to drive to the RE-Power Workshop 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 prior to travel as well as the supporting documentation (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 \$0.54 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](mailto: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. If self-park is not available, ASTSWMO will reimburse the full cost of valet parking. **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.starwoodhotels.com/sheraton/property/area/directions.html?propertyID=829>

#### **Special Accommodations**

Please contact Barbara Hall in the ASTSWMO office ([barbarah@astswmo.org](mailto: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.

#### **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 **Friday, March 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. The hotel will provide on-site recycling of paper, plastic, and glass at the meeting. All meeting presentations and handouts must be sent to Scott Lauher, ASTSWMO ([scottl@astswmo.org](mailto:scottl@astswmo.org)) by March 10, 2017.

#### **DEADLINES TO REMEMBER**

Meeting Registration Deadline: **Friday, March 3, 2017**  
Hotel Room Block Cut-off Date: **Friday, February 24, 2017**  
Presentation Materials Due: **Friday, March 10, 2017**  
Reimbursement Deadline: **Monday, April 24, 2017**