

**ASTSWMO Joint Hazardous Waste and Materials Management Training
“Developing 21st Century Solutions for 21st Century Waste Streams”**

**August 13-15, 2019
Hilton Milwaukee City Center Hotel
Milwaukee, WI**

NEW -- ASTSWMO GIVES BACK

Since April 2015, ASTSWMO has been supporting local community development projects and organizations in the cities in which we hold our meetings through donations accepted at the meetings. The chosen charity for the 2019 ASTSWMO Joint Hazardous Waste and Materials Management Training is the organization, **Teens Grow Greens**. Located in Milwaukee, WI, Teens Grow Greens “is a 501 (c)(3) non-profit where Teens “learn, grow, and go.” During a nine-month paid internship, Teens develop life skills through hands-on experience. Our vision is to grow Teens who are purposeful leaders in their own lives, the lives of others, and the life of their environment.” To learn more about the organization, check out their website at: <https://www.teensgrowgreens.org/>

JOINT TRAINING PARTICIPATION

ASTSWMO is pleased to invite State and Territorial (State) Hazardous Waste and Materials Management managers and staff, U.S. EPA Headquarters and Regional staff, and other guests to the 2019 ASTSWMO Joint Hazardous Waste and Materials Management Training (Joint Training) in Milwaukee, WI. The two-and-a-half-day meeting will provide a forum for training, information-sharing and interaction among participants, as well as national policy updates. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests. Additional information on State member reimbursement and participation for the Joint Training is provided below.

JOINT TRAINING THEME AND AGENDA

The theme of the Joint Training is, “Developing 21st Century Solutions for 21st Century Waste Streams”. The two and-a-half day meeting is a mix of plenary and concurrent sessions that will reflect the theme. 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.

REIMBURSEMENT AND PARTICIPATION FOR STATES

ASTSWMO has funding available to reimburse 50 Hazardous Waste program attendees and 50 Materials Management program attendees. Within this funding, ASTSWMO will **only be able to reimburse one attendee per program per State**. ASTSWMO requests that States predetermine which staff will travel with ASTSWMO funding prior to registering for the Joint Training. 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. States may fund additional attendees.

To expand the number of States whose participation we are able to fund, ASTSWMO is setting a cap on the total reimbursement amount per traveler. The reimbursement cap per traveler is \$1,100.

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

JOINT TRAINING REGISTRATION -- REGISTRATION IS CLOSED.

SPONSORSHIP OPPORTUNITIES

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

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

TRAVEL POLICIES FOR ASTSWMO-FUNDED ATTENDEES

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 Maria Warner in the ASTSWMO office (202-640-1066 or mariaw@astswmo.org).

The official dates of travel to the Joint Training are arrival in Milwaukee on August 12, 2019 and departure on August 15, 2019.

If you plan to travel earlier than August 12 or return home later than August 15, you must submit a completed Special Travel Request form and the supporting documentation prior to finalizing your travel plans to Maria Warner in the ASTSWMO office (fax: 202-331-3254 or email to mariaw@astswmo.org).

If the meeting attendee being reimbursed by ASTSWMO 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. Also, if being reimbursed by ASTSWMO, you must secure your airfare two weeks prior to the meeting in order to secure a fair and reasonable airfare.

The Special Travel Request forms are located on our website's [Special Travel and Reimbursement page](#). Should you have any questions regarding special travel, please contact Maria Warner (202-640-1066 or mariaw@astswmo.org).

The federal per diem rate for Milwaukee, WI for Meals and Incidentals is \$66 per day on non-travel days, \$49.50 (75%) per day on travel days. However, note that ASTSWMO reimburses actual expenses, not a flat per diem, for these items. We require original receipts for expenses \$75 and over, which are typically airfare, hotel, taxi receipts and airport parking.

Please note: For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim electronically to mariaw@astswmo.org and copy Kerry Callahan at kerryc@astswmo.org as soon as you return from the meeting. ASTSWMO's policy is that all reimbursements must be received within 15 days of travel. Therefore, all Joint Training reimbursements must be received via email no later than **August 30, 2019**.

HOTEL ACCOMMODATIONS AND RATES

The 2019 ASTSWMO Joint Training will be held at the Hilton Milwaukee City Center Hotel. The hotel is located downtown in the Financial District near Milwaukee attractions.

ASTSWMO has reserved a block of sleeping rooms at the government rate of \$120 per single occupancy, plus taxes (currently 15.1%). Room reservations will be accepted through **July 19, 2019**. Reservations made after that date will be subject to room and date availability. **The ASTSWMO room block has been released.**

Hilton Milwaukee City Center
509 W. Wisconsin Avenue
Milwaukee, WI
Main Phone Number: 414-271-7250

https://www3.hilton.com/en/hotels/wisconsin/hilton-milwaukee-city-center-MKEMHHF/index.html?SEO_id=GMB-HI-MKEMHHF

- Online Reservations:
The hotel has set up a dedicated website for making online reservations within the ASTSWMO room block. See the Joint Training webpage for the reservations link.
- Phone Reservation:
Direct phone reservations: 414-935-5940

In making your reservations by phone, please refer to the group name: ASTSWMO Joint Hazardous Waste & Materials Management

Check-in time is 3:00 PM and check-out time is 12:00 PM.

All reservations must be accompanied by a major credit card number to guarantee the reservation. A credit card guarantee is required with all reservation requests. The card will be charged one night's room and tax for all no-shows and for all reservations canceled within 48 hours prior to arrival.

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 48 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.

AIR AND GROUND TRANSPORTATION

Airport

The closest airport is the General Mitchell International Airport, which is approximately 9 miles/20 minutes from the Hilton Milwaukee City Center Hotel: <https://www.mitchellairport.com/>

Ground Transportation

For ground transportation options to/from the airport, visit:

<https://www.mitchellairport.com/parking-transportation/ground-transportation>

TRAVEL BY PERSONAL AUTO

For guests planning to drive to Milwaukee, directions are available on the hotel website at:

<https://www3.hilton.com/en/hotels/wisconsin/hilton-milwaukee-city-center-MKEMHHF/maps-directions/index.html>

The hotel offers self-parking at \$28 (Garage Parking). Valet parking is not available.

Members seeking reimbursement who wish to drive to the Workshop may do so without ASTSWMO pre-approval provided that the total roundtrip mileage is less than or equal to 500 miles. If roundtrip mileage is greater than 500 miles, then members must obtain prior approval from ASTSWMO by completing the Special Travel Request form. Instructions will be included in your reimbursement confirmation.

SPECIAL ACCOMMODATIONS

Please contact Maria Warner in the ASTSWMO office (mariaw@astswmo.org or 202-640-1066) with any special accommodation needs. You may also provide information or request special needs on the registration form.

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. Any presentations received prior to the meeting will be posted online along with the final agenda and attendee directory.

The hotel also has several initiatives to reduce its impact on the environment, including recycling of plastic, paper, cardboard, bottles, cans, metal products and appliances and electronics; recycling all fluorescent bulbs when replaced; and water conservation features.

DEADLINE TO REMEMBER

ASTSWMO Reimbursement Deadline: **Friday, August 30, 2019**

QUESTIONS?

Questions about any aspect of the Joint Training can be directed to Kerry Callahan in the ASTSWMO office at 202-640-1062 or kerry@astswmo.org.