

ASTSWMO Mid-Year Meeting
“Disaster Management”
May 1 - 2, 2019

New Brunswick Hyatt
New Brunswick, NJ

Mid-Year Meeting Participation

ASTSWMO is pleased to invite State and Territorial members, as well as EPA Headquarters and Regional staff, DOD officials, and other invited guests to the May 1 - 2, 2019, ASTSWMO Mid-Year Meeting in New Brunswick, NJ. 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

ASTSWMO will feature the theme of “Disaster Management” for this meeting. The morning plenary sessions on May 1st will feature speakers showcasing new incident tracking systems and how we can better prepare communities for storms, wildfires and other events - both before and after, including how we manage debris.

A draft agenda is available on our website, astswmo.org, and will be updated as new information is received.

Meeting Registration

ASTSWMO is **NOT** charging a registration fee for the Mid-Year Meeting. All attendees must register for the meeting. The last day to register with ASTSWMO is

- For ASTSWMO members requesting reimbursement: **March 1, 2019**
- For attendees not requesting reimbursement: **April 1, 2019**

ASTSWMO also reserves the right to close registration early if capacity is reached prior to April 1, 2019. There will be no on-site registration for the Mid-Year Meeting.

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 by March 15, 2019. 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 TJ Gannon in the ASTSWMO office (202-640-1065 or timothyg@astswmo.org).

Reimbursement Opportunities

ASTSWMO has funding available to reimburse a limited number of State Brownfields, Hazardous Waste, Materials Management, and Tanks program staff for their travel expenses, lodging, and meals. ASTSWMO encourages State staff to predetermine which employees will travel with ASTSWMO funding. Unlike program meetings, we do not have reimbursement slots per State for the Mid-Year Meeting. Within the limited funding, only one reimbursed attendee per State per funding source will be allowed.

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 \$1,000. In addition, priority for the limited funding will be given to a State or member who has not received funding to attend an ASTSWMO meeting over the last two years. ASTSWMO staff will confirm with those seeking reimbursement by March 15, 2019.

After the plenary sessions, reimbursed attendees are expected to attend the program breakout session(s) related to their funding source. For example, Hazardous Waste-funded attendees are expected to attend the Hazardous Waste session(s).

Sponsorship Opportunities

ASTSWMO is offering sponsorship opportunities at the Mid-Year Meeting. If you are interested in sponsoring a portion of the Mid-Year Meeting 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](#).

ASTSWMO Travel Policy

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 (202-640-1066 or mariaw@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 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.** If you plan to travel earlier than April 30 (April 29 for the Board of Directors, and members of Superfund Focus Groups and Tanks Task Forces that are meeting on April 30) or return home later than May 2, you must submit a completed Special Travel Request form and the supporting documentation to Kerry Callahan in the ASTSWMO office (fax: 202-331-3254 or email to kerryrc@astswmo.org) prior to finalizing your travel plans.

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 Kerry Callahan in the ASTSWMO office (202-640-1062 or kerryc@astswmo.org).

Also, please note: For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim electronically to mariaw@astswmo.org and copy the appropriate ASTSWMO program staff on the email 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 Mid-Year Meeting reimbursements must be received via email no later than **June 3, 2019.**

Hotel Accommodations and Rates

The 2019 ASTSWMO Mid-Year Meeting will be held at the [Hyatt Regency New Brunswick](#). The hotel is located in New Brunswick, NJ and is a short distance from restaurants and shopping, and has easy access to other attractions.

Hyatt Regency New Brunswick
Two Albany Street
New Brunswick, NJ 08901
732-873-1234

ASTSWMO has reserved a block of sleeping rooms at the contracted rate of \$169.00, plus 8% State and local taxes, for an inclusive rate of \$182.52. Room reservations will be accepted through **Monday, April 1, 2019; reservations made after that date will be subject to room and date availability. Attendees should contact Hyatt Regency New Brunswick Reservations and **must specify that their reservation is with the "Association of State and Territorial Solid Waste Management Officials Mid-Year Meeting"** when making reservations over the phone with the hotel.**

To book your room at the Hyatt Regency New Brunswick:

For online bookings, please visit the hotel's dedicated ASTSWMO Mid-Year Meeting **website**: <https://www.hyatt.com/en-US/group-booking/EWRRN/G-ASTS>. **[Note:** The website shows the dates of the ASTSWMO room block as April 29-May 3, 2018. If you are not a member of an ASTSWMO group that is meeting on April 30, and/or if you will be departing later than May 2, you must submit a Special Travel Request to ASTSWMO as described elsewhere in this announcement prior to making your travel arrangements.] 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 4:00 PM and checkout is 12:00PM.

The federal per diem rate for New Brunswick, NJ is **\$61/day for meals and incidental costs**. However, note that ASTSWMO reimburses actual expenses, not a flat per diem, for these items and the first and last days of travel are reimbursed at 75% of the per diem rate. **We require original receipts for expenses \$75 and over, which are typically airfare, hotel, taxi receipts and airport parking.**

Airports and Transportation

Airports:

Newark International Airport is the closest airport to the hotel. Modes of transportation to and from the airport are located below. Philadelphia and New York airports are also viable options but will require you to figure out your own transportation from the airport to the hotel.

Transportation to/from Newark International Airport:

New Jersey Transit: New Jersey transit is located 2 blocks from the hotel. One-way cost to/from Newark International Airport is \$14.50 per person and will take approximately 25-30 minutes.

The common path is as follows:

- Exit Train Station and proceed down the stairs to street level (this will be Easton Ave.)
- Once at the bottom of the stair case and on the street level (Easton Ave), proceed to the left toward the intersection of Albany Street and Easton Ave.
- At the intersection of Albany Street and Easton Ave, proceed to the left down Albany street.
- You will proceed past two intersections, and you will walk down Albany Street towards the intersection of Neilson and Albany Street.
- At the intersection of Neilson and Albany Street, cross the street and the hotel will be directly in front of you.
- Proceed down Neilson Street to the stairs leading up to the hotel entrance.



Taxi: \$65. Tolls included, gratuity is additional.

If you are traveling in a group or are meeting people at the airport, please coordinate with your fellow ASTSWMO attendees.

Travel by Personal Auto

Members seeking reimbursement who wish to drive to the Mid-Year Meeting 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 forms from the [Special Travel and Reimbursement page](#) on ASTSWMO's website or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of \$0.545 per mile, plus tolls. Please submit a completed Special Travel Request Form and the supporting documentation to Kerry Callahan in the ASTSWMO office (fax: 202-331-3254 or email to kerryrc@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: <https://www.hyatt.com/en-US/hotel/new-jersey/hyatt-regency-new-brunswick/ewrrn/maps-parking-transportation>

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 list them on the registration form, which has a text box in which to list ADA and other special needs.

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. Since ASTSWMO began accepting donations, we have raised more than \$10,000 for various charities.

The chosen charity for the 2019 ASTSWMO Mid-Year Meeting is the organization, [Youth Empowerment Services \(YES\)](#). Located in New Brunswick, NJ, YES "provides safe haven and life transforming programs to the children of New Brunswick. They are located in a diverse neighborhood and YES invests in the youth of this community through after school tutoring, summer camp, one-on-one mentoring, and sports and recreational programming." Check out their website here to learn more. <https://www.youthempowerment.us/>

Green Meeting

ASTSWMO is committed to minimizing the environmental impact of this meeting through decreasing the amount of materials produced by the event and disposing of 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.

DEADLINES TO REMEMBER

Meeting Registration Deadline:

- **ASTSWMO Members Requesting Reimbursement: Friday, March 1, 2019**
- **Attendees Not Requesting Reimbursement: Monday, April 1, 2019**

Hotel Room Block Cut-off Date: **Monday, April 1, 2019**

ASTSWMO Reimbursement Deadline: **Monday, June 3, 2019**