

**ASTSWMO Annual Meeting
“Next Generation of Remediation”
October 26 - 27, 2017**

**Crystal Gateway Marriott Hotel
Arlington, VA**

Annual Meeting Participation

ASTSWMO is pleased to invite State and Territorial (State) Brownfields, Federal Facilities, Hazardous Waste, Superfund, Tanks (UST, LUST, & State Fund-FR), and Materials Management managers, as well as EPA Headquarters and Regional staff, DOD officials, and other invited guests to the October 26 - 27, 2017, ASTSWMO Annual Meeting 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

ASTSWMO will feature the theme of “Next Generation of Remediation” for this meeting. The morning plenary on October 26th will feature speakers discussing sustainability concepts and how we continue to address emerging contaminants.

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 Annual Meeting. All attendees must register for the meeting. The last day to register with ASTSWMO is **October 2, 2017**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to October 2, 2017. There will be no on-site registration for the Annual 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 within one week after receiving a registration with a request for funding. 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).

Sponsorship Opportunities

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

Reimbursement Opportunities

ASTSWMO has funding available to reimburse a limited number of State Brownfields, Federal Facilities, Hazardous Waste, Materials Management, Superfund, and Tanks (UST, LUST and State Fund-FR) managers 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 the Annual Meeting. Within the first-come, first-serve funding, only one reimbursed attendee per State per funding source will be allowed, and ASTSWMO encourages State staff to predetermine which employees will travel with ASTSWMO funding. **In addition, priority for receiving the first-come, first-serve funding will be given to a State or member who has not received funding to attend a recent ASTSWMO meeting over the last two years.** 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).

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).

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 October 25 (October 24 for the Board of Directors) or return home later than October 27, 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) 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 [Special 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).

Also, please note: For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim electronically to barbarah@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 Annual Meeting reimbursements must be received via email no later than **November 27, 2017**.

Hotel Accommodations and Rates

The 2017 ASTSWMO Annual Meeting will be held at the [Crystal Gateway Marriott](#). The hotel is located in Arlington, VA and is a short distance from restaurants and shopping, and has easy access to Washington, DC attractions.

Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, VA 22202
703-920-3230

ASTSWMO has reserved a block of sleeping rooms at the government rate of \$250, plus 13% State and local taxes (\$282.50). Room reservations will be accepted through **Monday, October 2, 2017; reservations made after that date will be subject to room and date availability. Attendees should contact Crystal Gateway Marriott Hotel Reservations, and **must specify that their reservation is with the "Association of State and Territorial Solid Waste Management Officials Annual Meeting"** when making reservations over the phone with the hotel.**

To book your room at the Crystal Gateway Marriott Hotel:

Dial: 1-844-277-1290
Group code: **ASTSWMO**

For online bookings, please visit the hotel's dedicated ASTSWMO Annual Meeting [website](#).

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 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 \$75 and over, which is typically airfare, hotel, taxi receipts and airport parking.**

Airports and Transportation

Airports:

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

Hotel Shuttle to/from Ronald Reagan National Airport (DCA) Airport:

Complimentary shuttle from Ronald Reagan National Airport from is available from 6:05am to 11:00pm. Pickup locations are the A Gates and Doors 5 and 9, in the B and C Concourse Lower Level. Shuttle service is provided every 20 minutes on the hour.

Taxis/Shuttles/Public Transportation:

For comparative purposes, the minimum taxicab fares are about \$20 from the Ronald Reagan National Airport (DCA) to the hotel. ASTSWMO does not reimburse for rental cars. Ronald Reagan National Airport is serviced by Super Shuttle, UBER, LYFT, and other group transportation modes. Go to [Ronald Reagan National Airport \(DCA\)](#) for more detailed ground transportation information. If possible, please share a cab with fellow attendees or use public transportation.

Metro Rail

If you chose to ride Metrorail from the airport, take either the Blue or Yellow Line to the Crystal City Station. The hotel is just a short walk away. [Click here](#) for a detailed map of Metro.

Travel by Personal Auto

Members seeking reimbursement who wish to drive to the Annual 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 [Special Travel Request 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. 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:

[Crystal Gateway Marriott.](#)

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

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 \$5,000 for various charities.

The chosen charity for the 2017 ASTSWMO Annual Meeting 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. 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: **Monday, October 2, 2017**

Hotel Room Block Cut-off Date: **Monday, October 2, 2017**

Reimbursement Deadline: **Monday, November 27, 2017**