

**ASTSWMO Mid-Year Meeting
“Risk Communication”
April 26-27, 2017**

**Renaissance Hotel
Cleveland, OH**

Mid-Year Meeting Participation

ASTSWMO is pleased to invite State and Territorial (State) Hazardous Waste, Superfund, Tanks (LUST & State Fund-FR), Federal Facilities, and Materials Management managers, as well as EPA Headquarters and Regional staff, DOD officials, and other invited guests to the April 26-27, 2017, ASTSWMO Mid-Year Meeting in Cleveland, OH. 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 “Risk Communication” for this meeting. The morning plenary on April 26th will showcase Dr. Randall Hyer providing a risk communication training to all meeting attendees.

A detailed agenda will be 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 **Friday, March 24, 2017**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to March 24. 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. 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 Mid-Year Meeting. If you are interested in sponsoring a portion of the Mid-Year Meeting, 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 Federal Facilities, Hazardous Waste, Materials Management, Superfund, and Tanks (LUST and State Funds-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 Mid-Year 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. 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 April 25 (April 24 for the Board of Directors) or return home later than April 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 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 postmarked or received via email no later than **Wednesday, May 31, 2017**.

Hotel Accommodations and Rates

The 2017 ASTSWMO Mid-Year Meeting will be held at the **Renaissance Cleveland Hotel**. The hotel is located in Cleveland, OH and is a short distance from restaurants, shopping, sites, and the Cleveland Indians Ballpark!

Renaissance Cleveland Hotel

Tower City Center
24 Public Square
Cleveland, OH 44113
[\(216\) 696-5600](tel:(216)696-5600)

ASTSWMO has reserved a block of sleeping rooms at the government rate of \$134, plus 16.5% State and local taxes (\$156.11). Room reservations will be accepted through **Friday, March 24, 2017; reservations made after that date will be subject to room and date availability. Attendees should contact Renaissance Cleveland Hotel 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 Renaissance Cleveland Hotel:

Dial: 1-800-HOTELS1
Group code: **ASTSWMO**

For online bookings, please visit the hotel's [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 11:00AM. Please visit the hotel website for more information about their [cancelation policies](#).

The federal per diem rate for Cleveland, OH 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, taxi receipts and airport parking.**

Airports and Transportation

Airports:

The closest and most convenient airport is [Cleveland Hopkins International Airport \(CLE\)](#), located about 20-25 minutes from the hotel.

Hotel Shuttle to/from Cleveland Hopkins International Airport (CLE) Airport:

There is no hotel shuttle offered at this time.

Taxis/Shuttles/Public Transportation:

For comparative purposes, the minimum taxicab fares are about \$35 from the Cleveland Hopkins International Airport (CLE), 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 [Cleveland Airport's website](#) for more detailed ground transportation information. If possible, please share a cab with fellow attendees or use public transportation: www.riderta.com. The closest station to the hotel is the Tower City-Public Square stop (.01 miles from the hotel).

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 [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) 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.marriott.com/hotels/maps/travel/clebr-renaissance-cleveland-hotel/>

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 \$3,000.00 for various charities.

The chosen charity for the 2017 ASTSWMO Mid-Year Meeting has not been finalized yet. Please stay tuned!

Cleveland Indians Ballgame

ASTSWMO is organizing an outing to Cleveland Indians Baseball Stadium to watch a game after the Mid-Year awards reception on April 26th. The cost is \$65 per person and will include admission, food, non-alcoholic beverages, and access to club level (behind 1st base). If you would like to attend, please mark your interest when you fill out your registration for the meeting and pay for your ticket when you register.

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.

DEADLINES TO REMEMBER

Meeting Registration Deadline: **Friday, March 24, 2017**

Hotel Room Block Cut-off Date: **Friday, March 24, 2017**

Reimbursement Deadline: **Wednesday, May 31, 2017**