

ASTSWMO Mid-Year Meeting
“Innovate and Collaborate”
April 25 - 26, 2018

Sheraton Park Hotel
Anaheim, CA

Mid-Year 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 April 25 - 26, 2018, ASTSWMO Mid-Year Meeting in Anaheim, CA. 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 “Innovate and Collaborate” for this meeting. The morning plenary on April 25th will feature speakers discussing how we can incorporate innovative concepts into our programs and collaborate in achieving environmental successes.

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 **April 2, 2018**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to April 2, 2018. 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 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 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](#).

Reimbursement Opportunities

ASTSWMO has funding available to reimburse a limited number of State Brownfields, Federal Facilities, Hazardous Waste and Materials Management manager for their travel expenses, lodging, and meals on a first-come, first-serve basis. **For Superfund and Tanks, ASTSWMO will only provide travel reimbursement to members of Superfund Focus Groups and Tanks Task Forces that are meeting in conjunction with the Mid-Year Meeting.** 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. **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 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 24 (April 23 for the Board of Directors, and members of Superfund Focus Groups and Tanks Task Forces that are meeting on April 24) or return home later than April 26, 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. 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 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 Mid-Year Meeting reimbursements must be received via email no later than **May 29, 2018.**

Hotel Accommodations and Rates

The 2018 ASTSWMO Mid-Year Meeting will be held at the [Sheraton Park Hotel](#). The hotel is located in Anaheim, CA and is a short distance from restaurants, shopping, and has easy access to other Anaheim attractions.

Sheraton Park Hotel
1855 South Harbor Boulevard
Anaheim, CA 92802
714-750-1811

ASTSWMO has reserved a block of sleeping rooms at the government rate of \$158, plus 17.228% State and local taxes, for an inclusive rate of \$185.22. Room reservations will be accepted through **Monday, April 2, 2018**; reservations made after that date will be subject to room and date availability. Attendees should contact Sheraton Park 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 Sheraton Park Hotel:

Dial: 866-837-4197

Group code: **ASTSWMO**

For online bookings, please visit the hotel's dedicated ASTSWMO Mid-Year Meeting **website: <https://www.starwoodmeeting.com/events/start.action?id=1801054824&key=138ECF67>**.

[Note: The website shows the dates of the ASTSWMO room block as April 23-27, 2018. If you will be departing later than April 26, 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 Anaheim, CA is **\$69/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:

The closest and most convenient airports are [John Wayne Airport \(13 miles from hotel\)](#), [Long Beach Airport \(18 miles\)](#), and [Los Angeles International Airport \(35 miles\)](#).

Super Shuttle to/from Airports:

Super Shuttle runs from the airports listed above and is available for booking. We recommend this option if you are traveling in a group or are meeting people at the airport. Please coordinate with your fellow ASTSWMO attendees.

Taxis

For comparative purposes, the minimum taxicab fares are about \$100 from LAX to the hotel. ASTSWMO does not reimburse for rental cars. The airports are serviced by Super Shuttle, UBER, LYFT, and other group transportation modes. If possible, please share transportation with fellow attendees.

If flying into LAX, then please remember that it is best to arrive before 3pm or after 7pm due to the traffic.

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 \$0.535 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:
<http://www.sheratonparkanaheim.com/directions>

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 \$7,000 for various charities.

The chosen charity for the 2018 ASTSWMO Mid-Year Meeting is the organization “Patriots and Paws”. Located in Orange County, the mission of Patriots and Paws is to: reduce psychological and financial stress to our Veterans as they transition into civilian life and Active Duty/Reservists as they are returning from deployment, by providing basic home furnishings and necessities for free, resulting in hope and dignity. They also aim to help returning veterans by uniting them with an animal for them to train to be a service animal. Check out their website [here](#) to learn more.

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, April 2, 2018**

Hotel Room Block Cut-off Date: **Monday, April 2, 2018**

Reimbursement Deadline: **Tuesday, May 29, 2018**