

**ASTSWMO Joint Hazardous Waste and Materials Management Training**  
**August 23-25, 2022**  
**Renaissance Cleveland Hotel**  
**Cleveland, OH**

**JOINT TRAINING PARTICIPATION**

ASTSWMO is pleased to invite State and Territorial (State) Hazardous Waste and Materials Management managers and staff, U.S. Environmental Protection Agency (EPA) Headquarters and Regional staff, and other guests to the 2022 ASTSWMO Joint Hazardous Waste and Materials Management Training (Joint Training) in Cleveland, OH. 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.

The Joint Training is currently an in-person event. The Hazardous Waste and Materials Management Subcommittees will review which sessions will lend themselves to virtual participation.

**JOINT TRAINING AGENDA**

The Joint Training is a mix of plenary and concurrent sessions. 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.

The current draft agenda is available [here](#) and will be updated on a regular basis leading up to the Joint Training,

**REIMBURSEMENT AND PARTICIPATION FOR STATES**

ASTSWMO has funding available to reimburse a minimum of one Hazardous Waste program attendee and one Materials Management program attendees per State (two total). Additional funding may also be made available to allow States to send more than two attendees. Priority for funding additional attendees from the same State will be given to speakers, moderators and Hazardous Waste and Materials Management Task Force members. Funding for State registrants placed on a wait list for ASTSWMO travel reimbursement will be considered after the registration deadline. ASTSWMO requests that States predetermine which staff will travel with ASTSWMO reimbursement prior to staff 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.

If you have any questions about reimbursement availability or State participation, please contact Kerry Callahan, ASTSWMO, at [kerry@astswmo.org](mailto:kerry@astswmo.org).

**JOINT TRAINING REGISTRATION**

ASTSWMO is **NOT** charging a registration fee for the Joint Training. All attendees, including speakers, must register for the meeting. The last day to register with ASTSWMO is **Wednesday, July 6, 2022**.

ASTSWMO also reserves the right to close registration early if capacity is reached prior to July 6, 2022. There will be no on-site registration for the Joint Training.

Please [click here](#) for the online registration form.

A confirmation of registration e-mail will be forwarded to you by EventBrite upon receipt of your completed registration form.

**Please note that confirmation of reimbursement will be sent separately by ASTSWMO staff within two weeks 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 TJ Gannon, ASTSWMO, at [timothyg@astswmo.org](mailto:timothyg@astswmo.org)).

### **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](mailto: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, as they have changed recently and may be different from others you are used to using. Additional instructions specific to the Joint Training and a summary of travel policies will be sent to ASTSWMO-funded attendees with your reimbursement confirmation. For more information regarding ASTSWMO travel procedures and allowable expenses, please contact Maria Warner, ASTSWMO, at [mariaw@astswmo.org](mailto:mariaw@astswmo.org).

### **HOTEL ACCOMMODATIONS AND RATES**

The 2022 ASTSWMO Joint Training will be held at the Renaissance Cleveland Hotel. The hotel is located downtown near Cleveland attractions.

ASTSWMO has reserved a block of sleeping rooms at the government rate of \$137 per single/double occupancy; taxes are 17.5% per night.

Room reservations will be accepted through **Monday, August 1, 2022**. Reservations made after that date will be subject to a determination by the hotel of room and date availability.

Renaissance Cleveland Hotel  
24 Public Square, Cleveland, OH, 44113-2213  
216-696-5600

<https://www.marriott.com/en-us/hotels/clebr-renaissance-cleveland-hotel/overview/>

- To make Online Reservations within the ASTSWMO room block, please use this link:  
[Book your group rate for ASTSWMO Joint Hazardous Waste and Materials Management Training](#)
- To make your reservations by Phone:  
Please contact Marriott reservations at 1 (800) 468-3571 or the Renaissance Cleveland Hotel directly at (216) 696-5600, and mention you are calling for the ASTSWMO Joint Hazardous Waste and Materials Management Training room block.

Check-in time is 4:00 PM and check-out time is 11:00 AM.

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card

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 Cleveland Hopkins International Airport, located 13.3 miles from the hotel. The airport website is: <https://www.clevelandairport.com/>

### **Ground Transportation**

The hotel does not provide airport shuttle service to/from the airport.

There is a train option for guests from the Cleveland Hopkins International Airport. The train picks up in the airport baggage claim area and the ride to downtown is about 20 minutes. The cost is currently \$2.75 per trip from the airport and the main station downtown is connected to the hotel (in Tower City Center).

For more information about public transit, taxis and other ground transportation from the Cleveland Hopkins International Airport to the hotel, visit the Parking and Transportation webpage on the airport website at: <https://www.clevelandairport.com/parking-transportation>.

## **TRAVEL BY PERSONAL AUTO**

For guests planning to drive to Cleveland, a map is available on the hotel [website](#).

The hotel offers on-site parking at a daily rate of \$34. Valet parking is available at a daily rate of \$39, however, ASTSWMO does not reimburse valet parking when self-parking is available.

Members seeking reimbursement who wish to drive to the Joint Training 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 and Worksheet for Auto Travel Exceeding 500 Miles Round-trip, and providing the requisite documentation. Instructions will be included in your reimbursement confirmation. A receipt is required for parking when the total cost of the parking is \$75 or over, regardless of the daily rate.

### **SPECIAL ACCOMMODATIONS**

Please contact TJ Gannon, ASTSWMO, at [timothyg@astswmo.org](mailto:timothyg@astswmo.org) with any special accommodation needs, including assistance for individuals with disabilities or requiring English language translation assistance. You may also list such needs on the registration form, which has a text box in which to list ADA and other special needs.

### **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**

Joint Training Registration Deadline: **Wednesday, July 6, 2022**  
Hotel Room Block Cut-off Date: **Monday, August 1, 2022**  
ASTSWMO Reimbursement Submittal Deadline: **Monday, September 12, 2022**

### **QUESTIONS?**

Questions about any aspect of the Joint Training can be directed to Kerry Callahan, ASTSWMO, at [kerryc@astswmo.org](mailto:kerryc@astswmo.org).