

Travel and Meeting Information

To: **Meeting Participants for the NASA Cost and Schedule Lessons Learned Workshop**

FROM: **Monica Washington, CEM –Meeting Planner, NASA Research & Education Support Services (NRESS)**

This document contains information on hotel and meal arrangements. As your Meeting Planner for the upcoming event, I am available to answer any questions relative to the group sleeping room block at (202) 479-9030 ext. 306 or via email at mwashington@nasaprs.com. Administrative questions regarding the agenda items may be directed to Susan Keddie at (202) 479-9030 ext. 231 or skeddie@nasaprs.com.

Meeting Location/Date

The **NASA Cost and Schedule Lessons Learned Workshop** will be held at the Grand Hyatt Dallas DFW International Airport Hotel in the South America Ballroom on **April 17, 2008**. (See directions to the hotel below.) On-site registration will begin on Wednesday, April 16, 2008 from 5:00 p.m. – 8:00 p.m. in the Europe Conference Room. Registration will resume the following morning at 8:00 a.m. in front of the South America Ballroom. For more venue information and resources to utilize during your stay, please refer to the hotel's website at:

<http://granddfw.hyatt.com/hyatt/hotels/index.jsp>

Hotel Accommodations

Contact the hotel to reserve your sleeping room by Friday, March 28, 2008

- Please contact the hotel to make a reservation within the group block on or before Friday, March 28, 2008 at **1 (800) 233-1234**. When you call, please ask the reservations clerk to include your name in the “**NASA Lessons Learned 2**” sleeping room block in order to receive the group rate of **\$160.00 per night + tax**. Rooms are available at the group rate on a first-come, first-served basis.
- A block of sleeping rooms is currently on hold for participants at the **Grand Hyatt DFW International Airport Hotel** until the prescribed deadline. The **Grand Hyatt DFW International Airport Hotel is located at 2337 S International Parkway, P.O. Box 619045, DFW Airport, TX 75261-9045**.
- For your convenience and to ensure that your office and family can contact you, the hotel's main telephone number is (972) 973-1234. The guest fax number is (972) 973-1299.
- Provide the reservations clerk with your full name, credit card number and expiration date to cover the cost of your room and incidental expenses.
- All reservations must be accompanied by a first night room deposit and guaranteed with a major credit card. The hotel will not hold any reservation unless secured by the prescribed method. Cancellations must be made 72 hours in advance prior to your arrival date to avoid a cancellation penalty.
- **IMPORTANT:** Please note that rooms have already been held within the group block for 2 nights. Check-in is **3:00 p.m. on Wednesday, April 16th**; check-out is **12:00 noon on Thursday, April 17th**.
- **It is very important that you notify me as soon as possible via email if you do not require these accommodations or if you intend to stay at the hotel any additional nights.**
- **Reservations by attendees must be received by the hotel on or before Friday, March 28, 2008 (the Cut-Off date or deadline).** After the deadline, the hotel will release all unreserved rooms for general sale to the public at market rates, and determine whether or not it can accept reservations based on a space-and-rate available basis at the group rate after Friday, March 28th.
- **The per night group room rate is \$160.00 (plus taxes).**

Travel and Meeting Information

Airport Information

- **Dallas/ Fort Worth International Airport (DFW):** The Dallas Fort Worth International Airport is most convenient to the meeting site, **as it is located near Terminal D, Gate 22.** Complimentary transportation to the Grand Hyatt Hotel is offered from the Dallas/ Fort Worth International Airport via Skylink and Terminal Link.
- **Dallas Love Field Airport (DAL):** The Dallas Love Field Airport is located about 21 miles from the Grand Hyatt DFW Hotel. The cost of a metered taxi from DAL airport to the hotel is \$40.00. City Shuttle Bus offers service to the hotel for an estimated fare of \$42.00 - \$45.00. For reservations, contact City Shuttle at 1(214) 760-1998. Travel time is about 26 minutes by car in low-congestion traffic.
- Visit the following websites for more information about these airports: DFW and DAL Airports, DFW, <http://www.dfairport.com/>; DAL, <http://www.dallas-lovefield.com/index.html>.

Directions to the Grand Hyatt

- **From Dallas/Fort Worth Airport Terminals:**
The Dallas/Fort Worth Airport provides complimentary transportation to the Grand Hyatt DFW via Skylink and Terminal Link. Both services connect all terminals with the hotel. Depending on which side of the terminal the guest is on (secured or unsecured) will dictate which mode of transportation to use.
- **From the Dallas/Fort Worth Metroplex:**
Follow the signs to DFW Airport, enter through the Toll Plaza to International Parkway, and exit Terminal D to Grand Hyatt DFW hotel. The hotel entrance is directly across from Terminal D parking facility on the departure level.
- **From Dallas Love Field Airport:**
Make a right on Mockingbird Lane as you exit Dallas Love Field Airport. From Mockingbird Lane take 183W to Dallas/ Fort Worth International Airport. Exit Terminal D to the Grand Hyatt DFW hotel.

Meal Arrangements and Refreshments

- A continental breakfast will be available each morning of the workshop. Light refreshments will be served daily in the afternoon.
- There will be a \$16.00 charge each day for lunch, collected during the on-site registration. The NRESS team will collect cash or a check on-site (payable to Diversified Global Resources or NRESS/DGR) for lunch.
- We regret that we do not accept credit card payments.
- Dinner will not be served. However, a list of local restaurant establishments will be distributed at the Event Registration table. Additionally, a pass to access the food court at the airport is available at the concierge desk once every 24-hours.

Parking

- Grand Hyatt DFW Hotel Valet Parking is located at Gate 22. The Valet parking rates are as follows:
 - \$12.00 for 0 to 6 hours
 - \$16.00 for 6 to 10 hours
 - \$25.00 daily for overnight guests
- Complimentary self-parking is available with an "Exit Pass" provided daily by the Hotel Registration Clerk at the front desk or the Concierge's desk at (972) 973-1260. Please remember to obtain the pass from the hotel. Self-parking is located in the hotel garage.

Sleeping Room Internet Rates

- Wireless and/ or hardwire high speed Internet service is offered in the sleeping rooms to all overnight guests at a rate of \$9.99 per day.

The NRESS support team looks forward to working with you!

Attachments:

Hotel Shuttle Bus Schedule