

ARCSS Meetings
1–5 October 2007
Embassy Suites Old Town
Alexandria, VA
General Information Sheet

GENERAL SCHEDULE:

Tuesday, 2 October 2007

<i>ARCSS Committee Meeting Open Community Session:</i>		<i>Room:</i>
10:30 a.m.–12:30 p.m.	Open Community Session	Salon A/B
12:30 p.m.	Open Community Session Adjourns	
12:30 p.m. – 2:00 p.m.	Lunch on Your Own	
 <i>ARCSS Synthesis Workshop:</i>		 <i>Room:</i>
2:00 p.m. – 3:15 p.m.	ARCSS Synthesis Workshop	Salon A/B
3:15 p.m. – 3:35 p.m.	Break	
3:35 p.m. – 6:00 p.m.	ARCSS Synthesis Workshop	Salon A/B
6:00 p.m. – 8:00 p.m.	Poster Session and Reception	Salon A/B Atrium and Carter Room
7:30 p.m.	<i>Possible AC Coordination/ Planning Dinner</i>	<i>TBD</i>

Wednesday, 3 October 2007

<i>ARCSS Synthesis Workshop:</i>		<i>Room:</i>
7:00 a.m.	Complimentary Hotel Breakfast	Hotel Breakfast Area, Lobby
8:00 a.m. – 8:30 a.m.	Continental Breakfast	Salon A/B Atrium
8:30 a.m.–10:25 a.m.	ARCSS Synthesis Workshop	Salon A/B
10:25 a.m.–10:45 a.m.	Break	
10:45 a.m.–12:05 p.m.	ARCSS Synthesis Workshop	Salon A/B
12:05 p.m. – 1:00 p.m.	Lunch Buffet	Salon A/B Atrium
1:00 p.m. – 3:00 p.m.	ARCSS Synthesis Workshop	Salon A/B
3:00 p.m. – 3:20 p.m.	Break	
3:20 p.m. – 5:30 p.m.	ARCSS Synthesis Workshop	Salon A/B
5:30 p.m.	Meeting Adjourns for the Day	
6:00 p.m.	<i>Possible AC Coordination/ Planning Dinner</i>	<i>TBD</i>

Thursday, 4 October 2007

ARCSS Synthesis Workshop:

7:00 a.m.	Complimentary Hotel Breakfast	Hotel Breakfast Area, Lobby
8:00 a.m. – 8:30 a.m.	Continental Breakfast	Salon A/B Atrium
8:30 a.m.–10:00 a.m.	ARCSS Synthesis Workshop	Salon A/B
10:00 a.m.–10:30 a.m.	Break	
10:30 a.m.–12:30 p.m.	ARCSS Synthesis Workshop	Salon A/B
12:30 p.m. – 1:30 p.m.	Lunch Buffet	Salon A/B Atrium
1:30 p.m. – 3:00 p.m.	ARCSS Synthesis Workshop	Salon A/B
3:00 p.m. – 3:30 p.m.	Break	
3:30 p.m. – 5:00 p.m.	ARCSS Synthesis Workshop	Salon A/B
5:00 p.m.	Meeting Adjourns	

Room:

Friday, 5 October 2007

HARC Synthesis Workshop:

7:00 a.m.	Complimentary Hotel Breakfast	Hotel Breakfast Area, Lobby
8:00 a.m. – 8:30 a.m.	Continental Breakfast	Salon A/B Atrium
8:30 a.m.–10:00 a.m.	HARC Synthesis Workshop	Salon A/B
10:00 a.m.–10:30 a.m.	Break	
10:30 a.m.–12:00 p.m.	HARC Synthesis Workshop	Salon A/B
12:00 p.m. – 1:00 p.m.	Lunch Buffet	Salon A/B Atrium
1:00 p.m. – 3:00 p.m.	HARC Synthesis Workshop	Salon A/B
3:00 p.m. – 3:30 p.m.	Break	
3:30 p.m. –5:00 p.m.	HARC Synthesis Workshop	Salon A/B
5:00 p.m.	Meeting Adjourns	

Room:

Meeting Location: Embassy Suites Old Town Alexandria
1900 Diagonal Way
Alexandria, VA 22314
Phone: 703-684-5900
<http://www.alexandriaoldtown.embassysuites.com>

Accommodations: Lodging will be at the Embassy Suites Old Town at 1900 Diagonal Road (<http://www.alexandriaoldtown.embassysuites.com>) in Alexandria, VA. Each two-room suite has amenities including coffee makers, microwaves, refrigerators, irons, hair dryers, two televisions with in-suite movies, and two telephones with voicemail and dataports. Wireless high-speed Internet is available in the atrium and lobby. The hotel has a fitness center, indoor swimming pool, whirlpool, and complimentary cooked-to-order breakfast. Duke's Bar and Grill offers American cuisine for lunch and dinner. Room service is available.

Meeting Facilities: The ARCSS Committee (AC) Monday and Tuesday executive sessions will be held in Salon C on the lobby level of the hotel. All other meetings (AC Meeting Open Community Session, ARCSS Synthesis Workshop and HARC Synthesis Workshop) will be held in Salon A/B on the lobby level of the hotel.

Breakfast: A full complimentary hotel breakfast is available daily starting at 7:00 a.m. to 10:00 a.m. in the breakfast area located in the hotel lobby. A continental breakfast also will be available outside the meeting rooms starting at 8:00 a.m. each morning.

Morning and Afternoon Breaks: Snacks and beverages will be available for the morning and afternoon breaks.

Lunches: A lunch buffet will be provided on Monday (1 October) for ARCSS Committee Meeting participants. Lunch will be on your own for Tuesday, (2 October) prior to the start of the ARCSS Synthesis Workshop. Lunch buffets will be provided Wednesday (3 October) and Thursday (4 October) for the ARCSS Synthesis Workshop. A lunch buffet also will be provided Friday (5 October), for the HARC Synthesis Workshop.

Dinners: Dinner reservations will be made for the ARCSS Committee and Science Management Office on Monday, 1 October 2007. AC Coordination Meeting dinners will be planned for Tuesday and Wednesday (2–3 October) as needed. Restaurant suggestions and contact information are provided in your meeting notebook.

Hotel Manager's Reception:

The Embassy Suites Old Town hosts a manager's reception each evening featuring light snacks and two complimentary drinks from the hotel bar. Located in the atrium, this reception runs from 5:30 p.m. to 7:30 p.m.

Poster Session and Reception:

You are invited to contribute one or more posters to the poster session and reception that will be held from 6:00 p.m. to 7:30 p.m. on Tuesday, 2 October 2007, in the Carter Room at the Embassy Suites Hotel. Posters on any topic related to arctic research are welcome. The poster session and reception will include pizza and beer. Presenters may set up their posters in the Carter Room (adjacent to the workshop meeting rooms) anytime after 3:00 p.m. on Monday, 1 October 2007. The Carter Room will remain open and posters displayed all week. Presenters should take down their posters no later than 1:00 p.m. on Friday, 5 October 2007. ARCUS Staff members will be on hand to assist with posters and will provide all materials including poster boards, push pins, etc. If you would like to bring a poster, please send an email with the poster title, author(s), and abstract (if available), and any additional materials required for your poster to Ross Coen, ARCUS Project Manager, at: ross@arcus.org.

Computer Access:

Computers with Internet access and a printer will be available daily in the main meeting room. Wireless high-speed connection is available in the atrium, lobby, and main meeting rooms.

Copies:

Please ask an ARCUS staff member for assistance with any copying needs.

AV Equipment:

Flip charts/easels and markers, overhead projectors, pointers (laser/telescopic), wireless microphone, and a LCD projector will be available.

What to Wear:

The daytime temperatures are averaging between 60°–70°F. The hotel is climate-controlled so you may wish to have a sweater with you in the meeting rooms.

Parking:

Guest parking is available at the Embassy Suites Old Town parking garage, located on Diagonal Road, for \$18.00 per day. Non-guest parking is \$5.00/hour to a maximum of \$11.00/day.

Directions:

Embassy Suites Old Town is located in the historic area of Alexandria, VA, just off King Street on Diagonal Road. It is directly across the street from the King Street Metro Station (Blue/Yellow Line/Amtrak/Virginia Rail Express). Maps and directions can be found on the website at: <http://www.alexandrialdtown.embassysuites.com>.

Taxi: Estimated taxi fare from the Ronald Reagan Washington National Airport to the Embassy Suites Old Town is \$10. It is approximately a 10-minute drive to the hotel.

Metro:

-From Washington, D.C.: Take the Blue/Yellow Line (direction Franconia) to the King Street Metro Station; the hotel is located on Diagonal Road, across the street from the King Street Metro Station. King Street Station is 11 stops from Metro Center. Estimated fare is \$2.35. It is approximately a 20-minute ride to the hotel.

-From the Ronald Reagan Washington National Airport: Take the Blue/Yellow Line (direction Franconia) two stops to the King Street Station. Estimated fare is \$1.45. It is approximately a 7-minute ride to the hotel.

Driving Directions:

-From Washington, D.C.: Take I-395 South towards Richmond. Merge onto VA-7 E/King Street via Exit 5. Turn slight right onto Daingerfield Road then turn right onto Diagonal Road.

-From Ronald Reagan Washington National Airport: Take George Washington Parkway South to Alexandria, make a right onto King Street (Route 7). Go 8 blocks and turn left onto Daingerfield Road. Turn right onto Diagonal Road. Hotel is on the left.

-From the South (Richmond, VA): Take I-95 North and veer off to Capital Beltway. Continue on I-95 until you reach Exit 176B (Telegraph Road, Alexandria). Take exit for downtown Alexandria, 236 East. Go to 3rd light and take a left. The hotel is on the right.

-From the North (Baltimore, MD): Take I-95 South across the Woodrow Wilson Bridge. Take the US-1 S/ US-1 N exit 177C-B-A toward Mt. Vernon Highway – Route 1 North. Merge onto S Patrick St/ US-1 N. Continue on Route 1 to the 4th light and turn left on Duke Street. Go to 4th light and turn right onto Daingerfield Road. Go to 2nd light and turn left on Diagonal Road. Hotel is on the left.

Meeting Notebooks: Meeting participants will be provided with 3-ring binder notebooks containing all meeting materials.

Meeting Contacts: Laurie Hueffer, Meeting Logistics (laurie@arcus.org)
ARCUS Office: 907-474-1600 Cell: 907-978-1782

Julie Griswold, Meeting Logistics (julie@arcus.org)
ARCUS Office: 907-474-1600 Cell: 907-347-8956

Helen Wiggins, Meeting Agenda (helen@arcus.org)
ARCUS Office: 907-474-1600 Cell: 907-322-6515