



## Memorandum

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**To:** SSC & Interested EIPC stakeholders  
**From:** The Keystone Center Project Team  
**Subject:** Meeting Logistics for the SSC Meeting Oct 12-14, 2010 in Arlington, VA  
**Date:** August 25, 2010

**Registration is required to attend the meeting.** Please register by September 20, 2010. Attendance is limited by the size of the meeting room. Webinar access will be provided for those who can not attend. [A separate link to register for the webinar will be sent out by email in the coming weeks.](#) If you are not attending the meeting in person, you DO NOT need to register below.

### **Registration**

Registration to attend the meeting is available at:  
<http://www.zoomerang.com/Survey/WEB22B56YSHGBA>.

### **Lodging and Meeting Location**

Hyatt Regency Crystal City  
2799 Jefferson Davis Highway  
Arlington, VA 22202  
Phone: (703) 418-1234  
<http://crystalcity.hyatt.com/hyatt/hotels/;jsessionid=BFD771A687CF3692414D3D7A78607214.atg05-prd-atg1>

We have reserved a block of rooms under the name “Eastern Interconnection Planning Collaborative (EIPC)” at the Hyatt Regency Crystal City for the nights of October 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> at a negotiated rate of \$209.00. Each individual guest is responsible for their own guest room, tax and incidental charges.

The cut-off date for accepting reservations into the room block is 9/20/2010. Reservation requests received after this date will be based on availability at the Hotel’s prevailing rate.

### **Meeting Times**

OPTIONAL: Tues., October 12, 2010; 9:00am – 12:00 pm ET, Limited Sector meeting space available. Please contact Eileen Miller as soon as possible if space is needed.

Tues., October 12, 2010: 1:00pm – 5:30pm ET

Wed., October 13, 2010: 8:00am – 5:00 pm ET

Thurs., October 14, 2010: 8:00 am – 12:30 pm ET

OPTIONAL: Thurs., October 14, 2010: 1:00 pm – 5:00 pm Work Group meeting space available

## **Meals**

Working breakfast and lunch will be provided on October 13<sup>th</sup>, breakfast will be provided on October 14<sup>th</sup>. If you have any dietary restrictions please note them on the Registration site. For meals not provided during the meeting, there are a number of restaurants on the hotel premises and within a short walking distance. In-room dining is available from 6 a.m. to midnight.

## **Air Travel and Transportation**

The Hyatt Regency Crystal City in Arlington, Va., is adjacent to the Reagan National Airport (.6 miles) and accessible from Interstate 395. The hotel is less than two miles from the Pentagon and less than four miles from downtown Washington, D.C. The Baltimore-Washington International (BWI) and Dulles airports also have shuttles, taxis or public transportation options to the Washington Metro system.

For those requiring transportation from Ronald Reagan Washington National Airport to the hotel, a Blue van with white lettering saying Hyatt Regency Crystal City will arrive outside baggage claim or call 703-418-1234.

A complimentary airport shuttle service is also available to and from the hotel. The airport shuttle is available 5:00a.m. - 12:00a.m. Pickup from the hotel runs every 20 minutes at the top of the hour and 20 minutes and 40 minutes past the hour.

A taxi from Reagan Airport will cost approx. \$6

## **Public Transportation**

The Crystal City Metro station (Blue and Yellow subway lines) is a 10 minute walk from the hotel. The Hyatt shuttle operates every 15 minutes on the hour to and from the Crystal City metro stop (look for the White\Red Shuttle sign). The metro shuttle is available from 6:00a.m. - 12:00a.m Sun-Thurs., and 8:00a.m. -2:00a.m. Fri. - Sat.

## **Driving & Parking**

See the hotel website for driving directions:

<http://crystalcity.hyatt.com/hyatt/hotels/services/maps/index.jsp?icamp=propMapDirections>

The hotel offers valet parking for a rate of \$25 per day, with unlimited in-and-out privileges.

Hourly Parking Rates:

0-2 hours = \$10

2-4 hours = \$15

4-6 hours = \$18

6 + hours = \$25

**Contact for further questions: [emiller@keystone.org](mailto:emiller@keystone.org)**