



Eastern Interconnection Planning Collaborative



## **SSC Meeting Logistics Memo**

**December 4-5, 2012 at the Sheraton Charlotte Airport Hotel**

The SSC will hold its next in-person meeting on December 4-5, 2012 at the Sheraton Charlotte Airport Hotel. The agenda has not yet been finalized, but the meeting is expected to **begin at approximately 10:00 AM on December 4<sup>th</sup> and end by 3:00 PM on December 5<sup>th</sup>.**

**Optional meeting space** is available in the morning on December 4<sup>th</sup> from 8:00 AM to 10:00 AM for sector caucus meetings. Room assignments will be posted on the forthcoming agenda.

**Registration is required by November 16<sup>th</sup>** to attend the meeting in person. To register, go to: <http://bit.ly/Q1Vcmk>.

**Webinar access** will be provided for those who cannot attend in person. 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, please DO NOT register via the link above.

Please note: on December 4<sup>th</sup>, a working lunch will be provided at the meeting. On December 5<sup>th</sup>, a working breakfast and lunch will be provided.

### **Meeting Location**

Sheraton Charlotte Airport Hotel  
3315 Scott Futrell Drive,  
Charlotte, NC 28208  
(704) 392-1200

All attendees should make their own travel and hotel arrangements.

### **Lodging**

We have reserved a block of rooms under the name “EIPC SSC Meeting” at the Sheraton Charlotte Airport Hotel for the nights of December 3<sup>rd</sup> and 4<sup>th</sup> at a negotiated rate of \$97/night. The cut-off date for accepting reservations into the room block is **November 10th**. Reservation requests received after this date will be accommodated as availability permits and at the Hotel’s prevailing rate.

Each individual guest is responsible for their own guest room, tax and incidental charges. Please call the hotel at **1-800-325-3535** and refer to the room block name to book your reservation.

### **Transportation**

The Sheraton Charlotte Airport Hotel is 1.5 miles from the Charlotte-Douglas International Airport.

A free shuttle is available between the airport and the hotel 24 hours/day. The hotel shuttle departs from the hotel on the hour and half hour by request and travel time is approx. 5 minutes. If traveling from the airport, please use courtesy phones in the baggage area or call the hotel front desk at (704) 392-1200 for pick-up. The pickup point is located in Zone D.

If you are traveling by car:

- From Greensboro (East):  
Take Interstate 85 South to Billy Graham Parkway (Exit 33). Turn left at the light and cross the bridge. Turn right at the second light onto Scott Futrell Drive. The hotel is located on the left.
- From Statesville (North):  
Take Interstate 77 South to Interstate 85 South. Proceed to Billy Graham Parkway (Exit 33) and turn left at the first light. Continue across the bridge and turn right at the second red light onto Scott Futrell Drive. The hotel is located on the left.
- From Atlanta (West):  
Take Interstate 85 North to Billy Graham Parkway (Exit 33). Turn right at the light and turn right at the next light onto Scott Futrell Drive. The hotel is located on the left.
- From Columbia (South):  
Take Interstate 77 North to Billy Graham Parkway (Exit 6B). Follow Billy Graham Parkway and turn left at the second light after the airport exit. The hotel is located on the left.

More information about the hotel's location and transportation options can be found at:  
<http://www.starwoodhotels.com/sheraton/property/area/transportation.html?propertyID=942>.

If you have any specific questions regarding logistics, please contact Eileen Miller at [emiller@keystone.org](mailto:emiller@keystone.org).