



Eastern Interconnection Planning Collaborative

REVISED

EIPC Transmission Options Task Force
Logistics Memo

May 15-16, 2012 at the Doubletree Memphis Downtown in Memphis, TN

The EIPC Transmission Options Task Force will hold its fourth meeting May 15th & 16th, 2012, at the Doubletree Memphis Downtown in Memphis, TN, from **8:00 AM – 5:00 PM CDT** on May 15th and **8:00 AM – 12:00 PM CDT** on May 16th.

To attend the meeting in person, **registration with The Keystone Center is required by Monday, May 7, 2012**. No registrations will be accepted after this date. To register, go to: <http://bit.ly/Hh67bi>

Additionally, you must **make your room reservations for the Doubletree Memphis Downtown by April 20th, 2012 to obtain the per diem room rate**. *For information, see Lodging below.*

The Working Group meeting on May 15th will **require CEII Clearance**, as will portions of the TOTF meeting on May 16th, so please confirm your CEII clearance in advance of the meeting. Because of this, there will be no webinar for the May 15th Working Group session. Webinar access will be provided on May 16th 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, you **DO NOT** need to register via the survey link above.

(Please note if you have trouble accessing the registration survey, copy and paste the link into your browser. If trouble persists, or you need help obtaining CEII clearance, please contact Rusty Sticha at rsticha@keystone.org.)

Meeting Location

Doubletree by Hilton Memphis Downtown
185 Union Avenue, Memphis, TN 38103
Phone: 901-528-1800

All attendees should make their own travel and hotel arrangements. Please note that the hotel is 10 miles from Memphis International Airport and is accessible by personal vehicles, taxi, and shuttle services. Local amenities, such as dining & entertainment,

are accessible by foot as the hotel is located in Downtown Memphis, a few blocks from historic Beale Street. Parking is available on-site for \$21 per day.

Breakfast and lunch will be provided at the meeting on Tuesday, May 15th. Only breakfast will be provided on Wednesday, May 16th. These are all 'working meals.' Coffee, tea, and light snacks will be provided on both days.

Lodging

We have reserved a block of rooms under the name "EIPC TOTF II" at the Doubletree Memphis Downtown for the nights of May 14th & 15th at the per diem rate of \$93/night. **This room block will be effective beginning Friday, March 30, 2012 through Friday, April 20, 2012.**

Each individual guest is responsible for their own guest room, tax and incidental charges. Please call the Doubletree Memphis Downtown at 1-800-222-8733 and refer to the room block name to book your reservation or follow the online booking link provided below (select nights of stay, room choice, and enter **Promotional Code "EIP"**).

All reservations must be guaranteed with a major credit card. Guestroom cancellation must occur 24 hours before day of arrival. If a guest does not check-in OR has not cancelled the reservation by 6:00pm on the day of arrival, 1 night's room & tax will be charged to the guest's credit card.

http://doubletree.hilton.com/en/dt/groups/personalized/M/MEMDNDT-EIP-20120513/index.jhtml?WT.mc_id=POG

The **cut-off date** for accepting reservations into the room block is **Friday, April 20, 2012**. Reservation requests received after this date will be accommodated as availability permits and at the Hotel's prevailing rate. Lodging room block quantities are extremely limited so please make your reservations early.

Transportation

If you are flying into Memphis International Airport and would like to book shuttle service, we have arranged an option for \$25 round-trip service (\$15 one-way) with Memphis Best Tours. Please call Memphis Best Tours at **(901) 870-5760 or (901) 870-7386** to arrange pickup & departure times. Reservations must be made in advance of arrival. No group code needed. Services are payable by phone with credit card or with driver by cash, Visa, or MasterCard.

From Memphis International Airport:

Exit airport and take 240 West and continue to 240 North to Union Avenue. Take the Union Avenue exit heading west. The hotel will be on the right in approximately 3 miles.

From 40 West:

Follow all signs as if you were driving to Little Rock, AR. When you see the Skyline of Downtown Memphis, watch on your left for the Second Street exit and prepare to take it. Second Street is a one-way street going south. Approximately eight blocks up you will

arrive at the intersection of Union Ave. Turn left onto Union. The hotel is located one block up on the left hand side, on the corner of Union and Third.

From the East:

When you have arrived in West Memphis, Arkansas, stay to the left and proceed on 40 East. (You will have the option to take 55, which is to the right. DO NOT TAKE 55!) Cross the Mississippi River and exit Riverside Drive. Follow Riverside Drive south to Union Avenue. Turn left on to Union. The hotel is approximately four blocks on the left hand side.

More information about the hotel's location and transportation options can be [found here](#).

Local Area

The Doubletree Memphis Downtown is located in Downtown Memphis, TN, several blocks from historic Beale Street and many other local attractions. There are numerous dining & entertainment options within minutes of the hotel. For services or information, please ask at hotel register or visit [their site](#). Additional Information may be found at the following link: <http://www.memphistravel.com>

If you have any specific questions regarding logistics, please contact Rusty Sticha at rsticha@keystone.org.