

Joint Users Committee/SAC Meeting Logistics

16 – 18 October 2017

Meeting Rooms: FL4- 1201/EOL Atrium

Hotel

Residence Inn

3030 Center Green Drive, Boulder, CO 80301

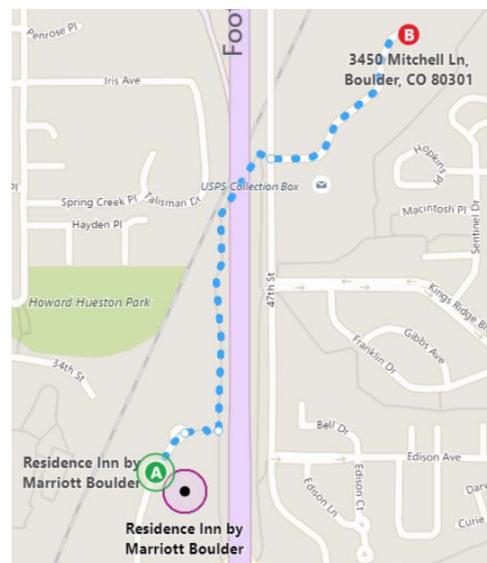
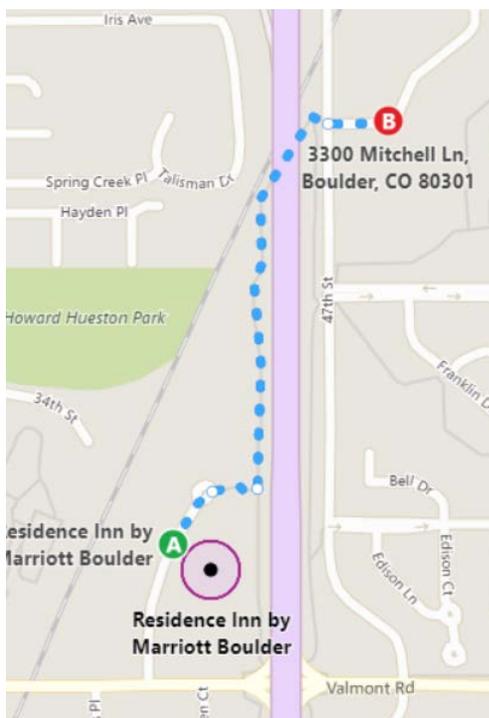
Tel: 303-449 5545

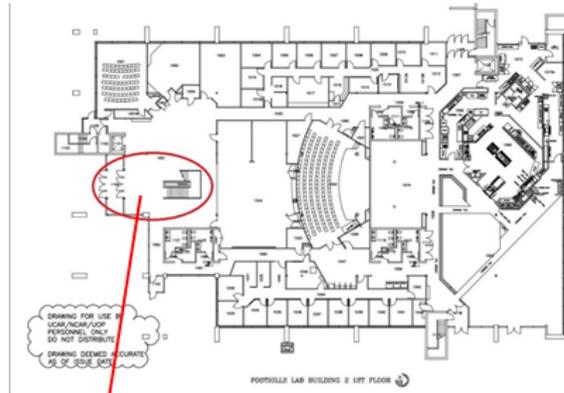
Contact: Jennifer Ford, Event Specialist

Like most hotels, they may take your credit card at check-in for incidentals but the rooms are being direct-billed to UCAR. The hotel does offer a complimentary breakfast but there will be coffee and refreshments in the meeting rooms when you arrive.

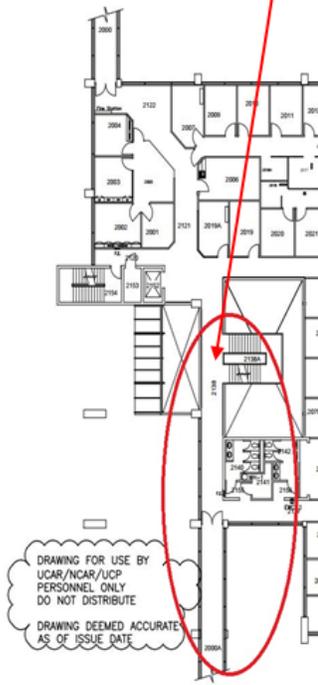
Meeting Rooms

The meeting locations are a) the large conference room in FL4 at 3300 Mitchell Lane for Monday 16th and Wednesday 18th and b) the EOL Atrium in FL1 (aka room #2198) on Tuesday 17th. The easiest way to get to the Atrium is to enter via FL2 at 3450 Mitchell Lane, go upstairs to the 2nd floor and then take the skyway to FL1. You can park at either building but it might be easier to walk. (NB: the UCAR cafeteria in FL2 does not currently accept credit cards so make sure you have cash on hand.)



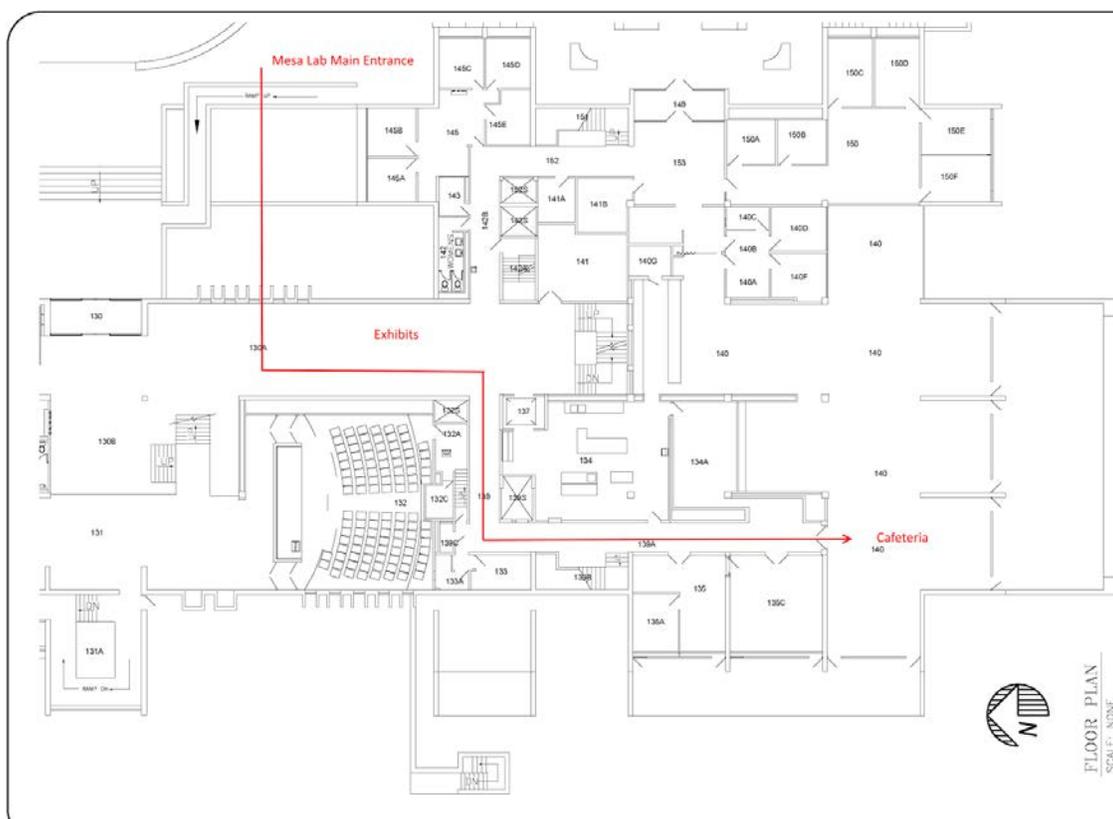


Enter FL-2.
Go up the stairs and turn left.



Take diagonal hallway
to the EOL Atrium

Walk the skyway from
FL-2 to FL-1.



Round-up

Make sure to keep your receipts for travel to Boulder, especially if you have a rental car. Finance will need the following for reimbursements:

- Final receipt from the rental company showing all the fees and taxes (even if you booked via Cain Travel)
- Any **rental car gas receipts**
- Receipts for parking at your local airports
- Receipts for public transportation including the shuttle at DIA
- Final hotel receipt (if you booked your own)
- Final airfare receipt (if you booked on your own)

All the above receipts should show the dollar amount and proof of payment such as the name and **last 4 digits of your credit card**. Remember UCAR does not reimburse for tips to cab / shuttle drivers.