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.
Ice-Breaker Event Monday Evening
We have booked space at the Mesa Lab Cafeteria and outdoor patio (fingers crossed the weather will be nice enough to let us use it). You can drive up to Mesa Lab but the drive up Table Mesa Road is pretty steep and if the weather is bad you might prefer to use Lyft or Uber. The drive takes about 20-30 minutes depending on traffic. The ML Cafeteria is on the ground floor.
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.