



October 24, 2003

**FSCS Professional Development Conference  
December 7-10, 2003**

On behalf of the National Center for Education Statistics (NCES), and the National Commission on Libraries and Information Science (NCLIS), we cordially invite you to attend the FSCS Professional Development Conference scheduled for Monday, December 8 – Wednesday, December 10, 2002, to begin at 8:00 a.m. for registration and adjourn at 11:30 a.m. on Wednesday. **A session for new Data Coordinators will be held on Sunday, December 7, to begin at 1:00 p.m. for registration.** The **FSCS Steering Committee** will meet on Wednesday noon until 5:00 p.m. Please read this entire memorandum, which provides important information about the meeting.

The meeting will be held at The Westin Grand, 2350 M Street N.W., Washington DC 20037; Phone (202) 429-0100; Fax (202) 429-9759

- A. **Meeting Agenda:** attached with email.
- B. **Lodging:** sleeping rooms for this meeting located at:

**The Westin Grand,  
2350 M Street N.W., Washington DC 20037;  
Phone (202) 429-0100; Fax (202) 429-9759**

Room and taxes for sponsored participants will be directly billed to DB Consulting Group (DB); however, room incidentals and personal charges will be billed to your individual hotel account. You will be asked to provide a credit card or cash (cost of night's stay) when you check in to cover room incidentals. Single room occupancy will be paid by the government. Room charges over the allowable single room government rate will be your responsibility at check out. **An extra night's stay at the hotel must be approved in advance. (See section D. Travel)**

When we receive your registration form with your travel information, DB will reserve a room in your name and mail you a confirmation number. Your sleeping room will be guaranteed for late arrival by DB's master account. If you need to cancel **after December 5, 2003**, please call the hotel directly at and reference your confirmation number. For changes prior to **December 5, 2003**, please call Hazel Williams @ (301) 589-4020 x122.

- C. **Registration (all participants):** To register for the meeting, please complete the enclosed participant registration form (**note: separate forms for travelers and local participants**) and fax to Hazel Williams @ (301) 589-4122 **no later than November 7, 2003**. We will only contact you if your registration is not received by **November 7, 2003**, or if we have questions regarding your registration.

- D. Travel:** To make travel arrangements, please contact DB's travel agent **Research Travel at 1-800-446-4200 immediately and request your specific meeting including task code 028-175-011**. Flights must be booked ***no later than Friday, November 7, 2003*** in order to obtain the most reasonable airfare. You will receive an electronic ticket notification via Email from Research Travel prior to your departure. **If you use your own travel agency, Federal Travel Regulations require your air fare to match or be lower than Federal travel rates. Fares above the federal rates must be approved in advance by Hazel Williams.** Submit your travel receipts for reimbursement after the meeting. **If you have a question about travel dates and costs, please contact Hazel Williams before booking your ticket.**
- E. Ground Transportation and Directions (all participants):** Metro train from Reagan National: Take the **Blue** line metro train (towards Addison Road). Metro stop is Foggy Bottom-GMU (**Location:** NW corner 23rd & I Sts. NW.). Travel time is approximately 14 minutes from the airport. **See page 3 for details on transportation from Dulles and BWI and other forms of transportation from Reagan National.**
- F. For information on meeting content,** contact Kim Miller, NCLIS (202-606-9200; email [kmiller@nclis.gov](mailto:kmiller@nclis.gov)). **For further information on travel logistics,** please contact Hazel Williams, T: (301) 589-4020 x122; F: (301) 589-4122; email: [hwilliams@dbconsultinggroup.com](mailto:hwilliams@dbconsultinggroup.com)

Please fax the registration form by ***Friday, November 7, 2003*** to:

**Fax: (301) 589-4122**  
**Attn: Hazel Williams**

- G. Reimbursement:** Reimbursement forms for travel expenses will be distributed at the meeting. All air receipts and ground travel receipts (including taxis and shuttles) must be mailed with reimbursement form to DB Consulting at the address noted below with your claim form by ***Monday, December 29, 2003***. Federal guidelines allow a meal and incidental allowance (**including tips, laundry, etc.**) totaling \$50.00 per day in the Washington, DC area (minus provided meals). The U.S. Government now requires that all **receipts** must accompany reimbursement claims, particularly taxis, shuttles, etc.

Please **mail** your reimbursement form with attached receipts by ***Monday, December 29, 2003*** to:

Hazel Williams  
 DB Consulting Group  
 1010 Wayne Avenue, Suite 300  
 Silver Spring, MD 20910

**Attachments:** Registration Form (Travelers and Locals) – use appropriate form  
 Travel Form

**Important Dates:** **November 7, 2003** - Registration and Travel forms must be received from travelers.  
**November 7, 2003** – Last date of airfare booking by Research Travel.  
**December 5, 2003** – To cancel your hotel reservation **after** December 5; please call the hotel directly referencing your confirmation number.  
**December 29, 2003** – Travel Reimbursement forms must be received by DB Consulting Group.

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## GROUND TRANSPORTATION

**SuperShuttle** provides Door-to-Door Shared-Ride Service. SuperShuttle will pick you up and take you to your own home, business or hotel within the following sections of the Washington Metropolitan area: the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties in Virginia; and the cities of Alexandria, Fairfax, Falls Church, Herndon, Manassas and Manassas Park in Virginia.

A fleet of 117 vans, which hold up to seven passengers each, provides service from 5:30 a.m. to 11:30 p.m. daily. Twenty-four hour advance reservations are recommended. Call SuperShuttle at 800-BLUEVAN (1-800-258-3826) or [visit online to make reservations](#).

**Metrorail (from Ronald Reagan National Airport; <http://www.metwashairports.com/National/>)**, the region's rapid transit system stops adjacent to Terminals B and C. Metrorail fare cards may be purchased from machines at either of two Farecard plazas located on Level 2 near pedestrian bridges that lead into and out of Terminals B and C. A third Farecard plaza for disabled and other passengers using elevators, is under the Metrorail platform, midway between the north and south mezzanines.

Upon exiting Metrorail's National Airport stop, passengers will see the pedestrian walkway that takes them into the airport terminal's concourse, or middle level, where the jet gates are located. Moving walkways accelerate the walk across the pedestrian bridge linking Metrorail to Terminals B and C.

Shuttle buses run between Metrorail and Terminal A, where Alaska Airlines, ATA, Midway Air Lines and Northwest Airlines continue to operate. From the Metrorail stop, follow signs to "Shuttle to Terminal A" bus stops on Level G (Ground) of Garages B and C.

For Metrorail information, call (202) 637-7000; TDD (202) 638-3780.

Metrorail Hours of Operation:

Weekdays: 5:30 a.m. until midnight

Weekends: 8 a.m. until 2:00 a.m. on Friday and Saturday, midnight on Sunday, and special hours as announced on holidays such as the Fourth of July.

[A map of the Metrorail Transit Lines](#) is also available.