

**USA-NPN RCN Meeting**  
**22-24 May 2012, Milwaukee, WI**  
**Meeting Travel, Lodging, and Meal Information**  
(As of 3/20/2012)

***Air Travel***

For those participants whose air travel is being paid for by USA-NPN, booking of flights to the workshop will be handled by **Fox Premier Meetings and Incentives** (a division of Fox World Travel). Please call them **as soon as possible** at **(888) 691-9163** and mention “**USA-NPN Meeting**”. They have been provided with your name, affiliation, location, and expected arrival/departure days (unless notified, these are assumed to be for a Monday [May 21<sup>st</sup>] arrival and Wednesday, Thursday, or Friday [May 23<sup>rd</sup> -25<sup>th</sup>] departure. **(If you have a different schedule, please confirm the days with Mark Schwartz, see contact info at bottom.)**

***Hotel***

A block of rooms has been reserved at the **Hampton Inn & Suites** (176 W. Wisconsin Ave., Milwaukee, WI) for attendees. For those participants whose lodging is being paid for by USA-NPN, reservations will be handled directly by Mark Schwartz (if you are driving rather than flying, your parking at the hotel will also be covered). **If you have a different schedule, please confirm the days with Mark Schwartz**. Also, rooms will all be assumed to be non-smoking, unless you notify Mark Schwartz otherwise.

***Ground Transportation***

For those participants whose air travel is being paid for by USA-NPN, transportation from General Mitchell Field (Milwaukee Airport) to the Hampton Inn will be provided. **Details will follow later**. The Hampton Inn is directly across the street from the Plankinton Building (a part of the Grand Avenue Mall), which houses the UW-Milwaukee School of Continuing Education Conference Center, where the workshop meetings will be held.

***Meals during the Meeting***

Breakfasts are included for all guests of the Hampton Inn, and are served in the main lobby starting at 6:00am. Tuesday-Thursday lunch, and morning and afternoon breaks will be provided and served at the Conference Center. Please let Mark Schwartz know if you plan to **NOT** participate in any of these provided meals.

***Other Expenses***

Most other meals and parking expenses while traveling can be reimbursed. Please save your receipts. The needed form and instructions will be provided at the meeting to file reimbursement requests. The maximum meal reimbursement amounts are: breakfast \$10; lunch \$10; and dinner \$20. For those flying to the conference, we will not reimburse vehicle mileage for travel to your departure airport (but will reimburse parking or shuttle expense).

### ***Compliance with Agency-specific Travel Guidelines***

Some agencies and organizations have travel guidelines or rules that may affect how you arrange travel or claim reimbursement. Please consult your travel administrator as appropriate. The travel arrangements and reimbursements described in the paragraphs above are provided by the University of Wisconsin, Milwaukee, which is the recipient of a grant from National Science Foundation for research network coordination activities including this workshop.

### ***For Information about Travel or Local Arrangements, Contact:***

Dr. Mark D. Schwartz  
Chair, USA-NPN Advisory Committee  
Local Host, USA-NPN 2012 RCN Meeting  
PI, NSF USA-NPN Research Coordination Network (RCN) Grant  
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### ***For Information about the Workshop Agenda or other Logistics related to the Workshop, contact:***

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