

LOGISTICS FOR TEMPE, AZ GROE WORKSHOP
April 23-26, 2009

Meeting Times: The first session is an informal gathering at the hotel at 7:30 PM in the hotel lobby. The workshop will conclude by 1:30 PM on Sunday, April 26, 2009, immediately following lunch (lunch will be served for those whose flights are later that day).

Reimbursements: The Project will reimburse you for travel, ground transportation, hotel for 3 nights (Thursday, Friday and Saturday) and per diem \$40. Save receipts for airfare, hotel room, food, and ground transportation as you will be asked to submit a reimbursement form (with the accompanying receipts) to the Computer Research Association. We will distribute these forms when we meet in Arizona.

Flights. Make your plans to fly into Phoenix Sky Harbor International Airport (PHX). **We encourage you to buy your airplane tickets NOW as prices are particularly low.** Please try to arrive on Thursday no later than dinnertime (we start with an informal gathering at 7:30 PM in the Hotel Lobby) . You may arrange your departure for Sunday mid-afternoon or later. Save your receipt for reimbursement.

Hotel: Tempe Mission Palms Hotel and Conference Center
60 E 5th St Tempe, AZ 85281 (adjacent to the ASU campus)
(480) 894-1400. <http://www.missionpalms.com/>

Our special room rate of \$150 plus tax is within our per diem reimbursement limit per person. The Project will reimburse your for three hotel nights. The same special \$150. per room rate (if rooms are available) will also apply for up to 3 nights before, or 3 nights after our meeting at, but at your own expense.

Room rates include: **airport transportation, wireless high speed internet access in guestroom**, local and toll-free telephone calls, incoming fax service, daily newspaper delivered to each guestroom, in-room coffee service, valet and self-parking and access to the fitness center. Other incidentals will be at your own expense. Please phone the hotel (800) 547-8705 at least thirty days prior to your arrival date. When you call, please identify yourself as part of the "GROE Workshop." Any requests for special room arrangements must be made at the time of this call.

Ground Transportation between the Airport and Hotel: The Tempe Mission Palms and Conference Center offers transportation for individual travelers to and from Phoenix Sky Harbor International Airport (PHX) every ½ hour from 6:00AM – 11:00PM daily. Courtesy phones are located in the baggage claim area. If you have made a reservation under our group, there will be no charge for this service.

Food: The reimbursable per diem for food is limited to \$40... very limited, we know. Breakfast on Friday, Saturday and Sunday will be on your own, and your choices will range from a Dunkin' Donuts around the corner, to the hotel's full breakfast buffet. Save your receipts. The cost of the group working lunches (catered in on Friday, Saturday, and Sunday), and group dinners (beverages at your own expense) on Friday and Saturday evenings will be included in the food per diem. Notwithstanding our goal to provide healthy food within the food per diem, any amount beyond the \$40 reimbursement limit that you may find yourself spending, we are sorry to say will have to be at your own expense. **IMPORTANT:** Please let us know before April 1 if you have food or dietary considerations of any kind, and we will do our best to accommodate.

Meeting Schedule (see attached Draft Agenda). Our colleagues from ASU will be hosting our meetings at the Brickyard: (<http://www.asu.edu/tour/tempe/byeng.html> 699 S Mill Ave. Tempe, AZ 85281 a short walk from our hotel) which is home to the ASU School of Engineering and some excellent meeting spaces. Working lunches will be served in the meeting rooms. We expect the working groups to continue their work after dinner either back at the Hotel or in some other informal spaces that we identify.

Recreation. We recognize that we are asking you to spend a lot of creative thought and energy to produce the intended results, so we've scheduled daytime breaks, long lunch hours, and pre-dinner

private time for you relax and recharge. Bev Woolf and Kurt VanLehn will be organizing optional mid-day walks.

Many thanks to our colleagues at ASU who have been very helpful in setting arrangements for our meetings: Kurt VanLehn, Win Burleson, Kasia Muldner, and Krista Puruhito.