

16th Annual International Emissions Inventory Conference - "Emission Inventories: Integration, Analysis, and Communications"

Sheraton Raleigh Hotel
Raleigh, North Carolina
May 14–17, 2007

Logistical Fact Sheet and Frequently Asked Questions

Registration

Web Site: <http://www.epa.gov/ttn/chief/conference/ei16/index.html>
Scroll down to the conference registration section and click on the link.

Registration And Exhibitor Information: Eastern Research Group, Inc.
110 Hartwell Avenue
Lexington, MA 02421-3136.....781-674-7374
meetings@erg.com

Optional Food Fee? Based on the latest Federal Meeting and Conference guidance appropriated funds cannot be used to pay for light refreshments during the daily morning and afternoon breaks and the reception for non-Federal meeting attendees. Therefore, to cover the cost of these items, it is necessary to charge an Optional Food Fee of \$100 if you wish to partake of breaks and reception fare. The fee can be prepaid by check or credit card when registering for the conference.

Hotel Arrangements? Sheraton Raleigh Hotel
421 South Salisbury Street
Raleigh, NC 27601919-834-9900
Toll free reservations: 1-800-325-3535

Hotel website: <http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=434>

A block of rooms is being held for conference attendees at the Sheraton Raleigh Hotel for the nights of May 13 – 18, 2007. Individuals must make their own reservations by calling **1-800-325-3535** by **April 17, 2007**. Please reference the "**EPA Emission Inventory Conference**" in order to receive the special rate of \$73.00/night plus tax for single occupancy, or \$113.00/night, plus tax for double occupancy. If there are more than two adults per room, there will be an additional charge of \$10.00 per person for each additional adult.

All reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card. The cut-off date to receive this special rate is April 17, 2007 after which time the hotel rooms and the conference room rate may no longer be available. Check in time is 3:00pm; Check out time is 12:00 pm

Online reservations under the conference room block can be made at:
<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0701084172&key=DB8D3>

Ground Transportation?

Taxi: Taxi fare from Raleigh-Durham International Airport to the Sheraton Raleigh hotel is approximately \$30 one-way. The Terminal A taxi dispatch booth is located on the curb near the Air Tran Airlines drop off. The Terminal C dispatch booth is located on the curb on the terminal's lower level.

Shuttle: White Horse Transportation offers shuttle transportation to the hotel a\$40 one-way, with \$5.00 for each additional passenger. To make a reservation, call them at 919-782-5893.

Driving Directions?

Note Please ignore the detour signs when approaching the hotel.

From Raleigh-Durham International Airport:

Take Interstate 40 East toward Raleigh and take Exit 298B (South Saunders Street). Keep right and continue to McDowell Street, then turn right onto Davie Street. Continue on Davie Street to South Salisbury Street and turn right. The hotel will be on your left.

From East:

Take Interstate 40 to Exit 298B (South Saunders Street). Keep right and continue to McDowell Street, then turn right onto Davie Street. Continue on Davie Street to South Salisbury Street and turn right. The hotel will be on your left.

From North:

Take State Highway 1 to Capital Boulevard. Proceed on Capital Boulevard, which will become Dawson Street. Turn left onto Hillsborough Street and then right onto Salisbury Street. The hotel is on the left. *Note* Please ignore the detour signs.

From South:

Take State Highway 1 to Interstate 40 East. Proceed on I-40E and take Exit 298B (South Saunders Street). Keep right to McDowell Street. Turn right onto Davie Street and then right onto Salisbury Street. The hotel will be on the left.

Traveling by Train?

The Raleigh downtown train station is located on 320 W. Cabarrus Street. The hotel is located just three blocks away. Walk two blocks East on W. Cabarrus Street and turn left on S. Salisbury Street. Taxi service is available as well

Airport Information?

Raleigh-Durham International Airport is located is approximately 25 minutes (19 miles) from the Sheraton Raleigh Hotel.

Parking?

The Sheraton Capital Center has a parking deck. Sheraton parking is \$10.00 per day for guests (while staying at the Sheraton). To enter the Sheraton Parking Deck, from Salisbury St. take a right onto Cabarrus St., then take immediate right onto Gale St. Sheraton Parking Deck entrance is second on the right.

Onsite Check in?

The registration and onsite check-in desk will be open from 3:00-6:00 PM on Sunday, May 13 and 8:00AM to 5:00PM on Monday, May 14, and 7:30AM to 4:30PM, Tuesday through Thursday's adjournment. Please stop by to pick up your nametag and handout materials.

Restaurants?

There are no planned meal functions. Meeting attendees will be on their own for all meals. The hotel offers several food options from light snacks to full course meals. We will also provide you with a list of nearby restaurants and discount coupons.

Audiovisual Requirements for Conference Presenters?

All presenters will receive a form from EPA within the next several weeks that will allow you to identify any special needs you may have. All rooms will contain: a screen, LCD projector, a podium with a laptop computer, wireless lavalier microphone, and a laser pointer. All rooms will be set classroom style. If you need AV equipment that is not listed above, please identify that information on your Presentation Form and return to EPA by the stated deadline.

Space for Ad Hoc Meetings?

There will be a hospitality suite available which you may reserve for ad hoc meetings. Please check with one of the Conference Support Staff at the Registration Desk regarding availability and sign up.