2012 HyspIRI Products Symposium Logistics & Information

NASA GSFC - Building 34
Meeting Rooms:  W150, W120A & W120B – 1st floor
May 16-17

Hotel Accommodations

Name of Hotel: Holiday Inn Greenbelt
Group Rate: $129 (Room rate includes a full breakfast buffet)
Room Cut-off: May 1, 2012 (Rooms will be granted after cut-off, based on availability)
Address: 7200 Hanover Drive, Greenbelt, MD 20770
Phone: 301.982.7000 or (Toll Free) 800.280.4188
Meeting Code: Request room block: "2012 HyspIRI Symposium"
Check-in: 3:00pm / Check-out: 12:00pm
Hotel website: www.higreenbelt.com

Holiday Inn Shuttle to Goddard Visitor Center
The Holiday Inn-Greenbelt will provide complimentary shuttle service from hotel to NASA/GSFC Visitor Center parking lot. Shuttle will depart Hotel at 7:30am daily. Arrangements will be made for your return departure from NASA/GSFC Visitor Center parking lot.

NASA Badge
All non-Goddard Space Flight Center (GSFC) employees requiring NASA Badging, please arrive at NASA Goddard Visitor Center between 7:30am-10:00am on May 16 to retrieve your badge. David Landis will be at the Visitor Center distributing NASA badges.

Airport Shuttle (BWI Airport and the Holiday Inn- Greenbelt, MD)
The Super Shuttle ground transportation service travels from BWI to the Holiday Inn ($33 + $12 –one way) for a second person in your party. For arrival, you can meet at curb side, or reserve in advance. You can also schedule a return reservation at the time of your reservation. http://www.supershuttle.com 1-800-BLUE VAN (1-800-258-3826)

Taxi Service (Greenbelt, MD Area)
Silver Cab: 301-577-4455
Capitol Cab: 301-322-8877
Greenbelt Taxi Service: 301-441-8400
**Map/Directions to NASA GSFC Main Gate**

NASA GSFC is located at 8800 Greenbelt Road, Greenbelt, MD.

http://www.nasa.gov/centers/goddard/about/maps.html

**Symposium Registration - GSFC Building 34 – 1st fl outside of W150 Meeting Room**

**Check-In at the Registration Desk to obtain your Name Badge & Meeting Material**

**Pre-pay Lunch @ Registration Desk** (Deli Sandwich, to include chips OR fruit and bottled water for $10 per day/per lunch). **PLEASE HAVE EXACT AMOUNT!** Each attendee will be given a RED TICKET after payment. You must present ticket to receive lunch, payment for lunch will be collected daily.

**Dinner (Ruby Tuesday):** Dinner will be held at 7:00p on Wednesday, May 16. Ruby Tuesday’s is located in the shopping center across from NASA/GSFC Main Gate.

**Poster Displays**

**Posters must be hung upon arrival.** Assistance will be provided, if needed. Standard poster size should be no more than 4ft x 4ft, if possible.

**Webdrive-ex**

Please be prepared to provide your PowerPoint presentations on a memory stick to the A/V assistant **BEFORE** your presentation, preferably during coffee and lunch.

Additionally, all presentations can be mailed in advance to Lisa Henderson at lisa.henderson@nasa.gov. If file is larger than 1.2MB, please place it on the GSFC web drive-X (https://webdrivex.gsfc.nasa.gov/trader.html) and email link and password to Lisa Henderson. You will be notified when download is complete.

**For assistance with the GSFC Web drive during normal business hours (8am-5pm EST), please contact the support desk at 301-286-7342. Please name files as follows: Presenter’s last name, session #, date (e.g. Johnson_sessionIII_may16).**

**Wireless Connection**

Wireless Internet will be available using the “Guest” Network.

**Washington Metropolitan Area Transit Authority**

The closest metro station to GSFC is **Greenbelt Station** on the **Green Line**. Located 4.2 miles from Goddard Space Flight Center. Log on to http://www.wmata.com/ for maps and fare prices.