

2014 HypsIRI Product Symposium

Logistics Information Sheet

NASA/GSFC, Building 34 ~ Room W150

June 4-6

1] **Hotel Accommodations:** Holiday Inn Greenbelt Holiday Inn, (7200 Hanover Dr., Greenbelt, MD

20770: Hotel will provide complimentary shuttle service to and from NASA/GSFC and Greenbelt Metro daily.

Phone numbers: 301.982.7000 or 800.280.4188

Check-in: 3:00pm **Check-out:** 12:00pm

Group Rate: \$129 (Room rate includes a full breakfast buffet)

Meeting Code: Request room block: "2014 HypsIRI Symposium"

Hotel website: www.higreenbelt.com

2] **Admittance to NASA/GSFC Main Gate located at 8800 Greenbelt Rd, Greenbelt MD 20771:**

Attendees from other NASA Centers: All attendees from other NASA Centers are required to have a current NASA badge. Please make sure you have your badge with you while attending the Symposium. **Since you have a NASA Badge, you do not need a visitor's badge and may enter at the ICESat Road entrance located off Greenbelt Road or the Main Gate upon arrival.**

Non-NASA Attendees: **A temporary visitor's badge will be handed out at the Goddard Space Flight Visitor's Center parking lot, which is located off ICESat Road in Greenbelt.** Once on ICESat Road, turn left into the Visitor Center parking lot area prior to the security check point. (ICESat Rd is one entrance from Main Gate off of Greenbelt Road). **All attendees (with the exception of Foreign Nationals) should report to this location to retrieve their visitor's badge upon arrival.** **You may retrieve your visitor badge between the hours of 7am-10am on June 4-5 and from 8am-10am on June 6. This entrance is closed from 10am-3pm.** *If you arrive after 10am, you MUST go to the Main Gate (8800 Greenbelt Road, Greenbelt, MD) and contact Lisa Henderson for admittance assistance. Lisa can be reached at 301-848-5669, as you will need to be escorted onsite from the main gate entrance.*

Foreign Nationals: **All Foreign Nationals MUST report to the main gate upon arrival located at (8800 Greenbelt Rd, Greenbelt MD 20771).** **You will need a picture ID to claim your badge.** *If you require admittance assistance, please contact Lisa Henderson 301-848-5669. **Please note: Green Card holders must bring their green card as well.***

3] **Holiday Inn Complimentary Shuttle Service To/From NASA/GSFC:**

Wed, June 4: Depart Hotel, **7:15am** Pick-up: **Depart Visitor Center, 6:30pm to Restaurant**
Drop off at Main Gate for Foreign Nationals & Pickup from Restaurant to Hotel: **9:00pm**
Drop off at Visitor Center for others

Thurs, June 5: Depart Hotel, **8:15am** Pick-up: **Depart Visitor Center, 6:30pm to Hotel**

Fri, June 6: Depart Hotel, **8:15am** Pick-up: **Depart Visitor Center, 12:30pm & 4:30pm to Hotel**

4] Onsite Transportation to Building 34:

* If you are not driving a car, GSFC person will meet you at the Main Gate or the Visitor's Center to give you a lift.

* If you are a straggler and need a ride, call the GSFC Taxi service (4-TAXI or 301-614-8294).

** If you encounter any difficulties with transportation, please contact: Lisa Henderson, 301-848-5669.*

5] Driving Directions to Building 34: Proceed through Main Gate to the first cross street, Turn Right on Explorer Rd. Proceed (~0.5 mile) to traffic light and cross through intersection. At first stop sign after the light, continue through, make first left into Building 34 parking lot.

Entering from ICESat Road, proceed through security check point, make a right at first corner, as you approach first stop sign, continue through, make first left into Building 34 parking lot.

6] Meeting Registration Desk: Meeting registration will be located in Building 34, outside Room W150 on first floor near the Cafe. Please check-in to obtain your meeting packet and pay for your pre-ordered Lunch (\$10). **Payment will be collected each day for pre-ordered lunch. Please have the EXACT AMOUNT!**

7] Transportation to Group Dinner, June 4: Shuttle to Dinner at Sir Walter Raleigh or to the Holiday Inn Greenbelt: Holiday Inn Greenbelt will provide transportation to the Restaurant and return to Hotel. Shuttle will pick up from the Visitor's center parking lot. Carpools with GSFC folks will be available as well. If you have your own transportation, parking is available. Please see Lisa Henderson at registration desk, if you need to carpool with someone.

8] Posters should be hung upon arrival: Assistance will be provided upon request.

9] Wireless Internet: Guest Service available for laptops during Symposium [Limited # power lines].

10] Departure Details: GSFC Taxi service from Building 34 to Main Gate at end of meeting: 4-TAXI or 301-614-8294). Please Note: It is advisable to call for service at least 45 minutes prior to departure to schedule pick-up. No guarantee Taxi service will be pickup at requested time. Airport Shuttle from Main Gate to BWI: See #2.

11] Airport Shuttle, between BWI and the Holiday Inn in Greenbelt: The Super Shuttle ground transportation service travels from BWI to the Holiday Inn Greenbelt. For arrival, you can meet shuttle at curbside or reserve in advance. You can also schedule a return reservation.

<http://www.supershuttle.com>

1-800-BLUE VAN (1-800-258-3826)

12] Washington Metropolitan Area Transit Authority: <http://www.wmata.com/>. The closest station to GSFC is the Greenbelt station of the Green Line.