

For: State Offices

2004 State Executive Directors' (SED's) National Conference

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

The SED's National Conference has been scheduled in Washington, DC for 3 days with arrival February 23 and departure on February 26, 2004. This will be a joint conference with Rural Development on February 24, 2004. No substitutes for SED's are permitted.

B Purpose

This notice provides the following:

- hotel information
- travel information
- conference schedule.

2 Conference Information

A Location and Date

The conference will be held from February 24 through February 26, 2004, at the Park Hyatt Washington located at 1201 24th Street, NW., Washington, DC 20037.

B Travel Authorization

Travel for State Office participants, excluding spouse or guest, shall be charged to Washington-controlled travel.

Disposal Date	Distribution
April 1, 2004	State Offices

Notice AS-2072

2 Conference Information (Continued)

B Travel Authorization (Continued)

Travel is authorized for expenses not to exceed \$201 per day for attendance at this conference as follows:

- lodging at \$150 per day plus tax
- meals and incidental expense (M&IE) at \$51 per day
 - Breakfast: \$10
 - Lunch: \$12
 - Dinner: \$26
 - Incidental: \$3

Notes: There will be a working lunch on Wednesday, February 25, 2004. M&IE shall be reduced by \$12 for lunch.

There will be a dinner with a guest speaker on Tuesday, February 24, 2004. M&IE shall be reduced by \$26 for dinner.

- from Monday, February 23 through Thursday, February 26, 2004, **only**.

Notes: If there is a need to arrive earlier or extend your stay, guests are to make their own arrangements with the hotel.

Spouses or guests will be responsible for paying their own expenses, **not** at the expense of the Federal Government.

Participants shall:

- make airline reservations as soon as possible for arrival in Washington, DC on Monday, February 23, 2004

Notes: Reagan National Airport (airport code DCA) is the closest airport to the hotel.

Flights may not be available for Reagan National Airport depending on participant's locality. Dulles International Airport (airport code IAD) and Baltimore-Washington International Airport (airport code BWI) may be used.

- **not** schedule return flights before 2 p.m. on Thursday, February 26, 2004, if using Reagan National Airport. This schedule should allow time for travel to the airport and security check-in.

Rental cars are **not** authorized.

Notice AS-2072

2 Conference Information (Continued)

C Airport Transportation

Ground transportation from the airports to the Park Hyatt Washington is available by using any of the following.

Type of Transportation	Description
Super Shuttle	From BWI and IAD, shuttle rates range from approximately \$22 to \$28 one-way per person. From Reagan National Airport, the shuttle rate is approximately \$8 one-way per person.
Taxi	Taxi fares from each airport to the hotel are approximately: <ul style="list-style-type: none">• \$60 one-way for 1 or 2 passengers from BWI• \$45 one-way for 1 or 2 passengers from IAD• \$14 one-way for 1 or 2 passengers from Reagan National Airport.
Metro	The metro fare from Reagan National Airport is \$1.20 one way. Take the Blue line train to the Foggy Bottom/GWU stop. Note: Visit the Metro website at www.wmata.com for additional information, schedules, and maps.

Note: The hotel does **not** provide shuttle service.

D Conference Schedule

On February 24, 2004, there will be General Sessions with Rural Development State Directors. On February 25 and 26, 2004, sessions will be for FSA only.

Notice AS-2072

2 Conference Information (Continued)

D Conference Schedule (Continued)

This table lists a partial schedule of events.

Activity	Date	Time
Registration	Monday, February 23	4 p.m. – 8 p.m.
Registration	Tuesday, February 24	7 a.m. – 8:30 a.m.
General Sessions With RD	Tuesday, February 24	8:30 a.m. – 12 Noon
Lunch on Your Own	Tuesday, February 24	TBA
Scheduled FSA Meetings	Tuesday, February 24	TBA (afternoon sessions)
Dinner With Guest Speaker	Tuesday, February 24	TBA
Scheduled FSA Meetings	Wednesday, February 25	TBA (all day)
Working Luncheon Buffet	Wednesday, February 25	TBA
Scheduled FSA Meetings	Thursday, February 26	8:30 a.m. – 12 Noon

Note: These meetings and activities are subject to change. Refer to the hotel's Electronic Schedule of Events Bulletin Board and current program agenda that will be available at the Registration Desk. A detailed agenda will be sent for SED's before the conference.

3 Action

A State Office Action

Each State Office participant shall make hotel reservations immediately upon receipt of this notice by calling the Park Hyatt Hotel Reservations Department at 202-789-1234 or toll-free reservation number at 800-223-1234. Participants are to identify themselves as being with the "**State Executive Directors' Meeting**". The cut-off date to receive the Government lodging rate is January 31, 2004.

All hotel reservations will be held until 6 p.m., on arrival night, unless guaranteed by credit card. Check-in time is 3 p.m. and check-out time is 12 Noon.

Persons with disabilities who require accommodations to attend or participate in this conference should notify DAFO at 202-690-2807 with any questions about special needs.

Note: Notify the airlines and hotel of any special accommodations that are necessary.

B National Office Contact

Offices shall contact Laurie Montgomery, MSD, Resource Coordination Staff at 202-205-7832 for questions or issues concerning the hotel and lodging reservations.