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To: CDL-NRM-District Offices; CDL-NRM-MS
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Sent: 2/11/02 1:23 PM
Subject: Joint RE/NR Partnering Conference
Importance: High

Attached is the announcement for the Joint Real Estate/Natural Resources Partnering Conference. Here are the attendance allocations:

Element	Real Estate	Natural Resources
SAD	7	7
MVD	7	7
SPD	7	7
SWD	7	7
NWD	7	7
NAD	7	7
LRD	7	7
POD	2	2
Total	51	51

Speakers (you know who you are) do count against Division allocations. Planning Team members do not count against Division allocations.

The Division staff (RE and NR) are jointly responsible for managing these numbers. If you do not plan to use your full allocation, please make this fact know to your other Division counterparts who may be able to use them. We do not want extra folks showing up that exceed the limited capacity available.

The agenda for the meeting will be released later this week.

<<Joint Conference Announcement Updated.doc>>

George E. Tabb, Jr.
Chief, Recreation Programs Section
Natural Resources Management Branch
Operations Division
Office of the Chief of Engineers

Joint Natural Resource/Real Estate Partnering Conference
"Partnering to Manage America's Assets"
Kansas City, Missouri
April 8-12, 2002

CONFERENCE SITE

- a. **Hotel.** The Joint Natural Resource/Real Estate Partnering conference will be held at the Fairmont Hotel, 401 Ward Parkway, Kansas City, Missouri 64112. The Fairmont Hotel is located directly across from the Kansas City Country Club Plaza that contains over 180 restaurants and shopping venues.
- b. **Reservations.** Please make your reservations directly with the hotel **NLT March 8, 2002 by calling Pam Henuber at (816) 303-2934 or for online reservations** please contact pam.henuber@fairmont.com. **Reservations are being accepted as of February 5, 2002.** We have a block of rooms set aside for our group, at a special conference rate, so please be sure to indicate that you are a participant in the **U.S. Army Corps of Engineers, Joint Natural Resource/Real Estate Partnering Conference** when you call. A first night's deposit or credit card guarantee is required with each reservation to hold your room on your scheduled arrival date. The hotel accepts all major credit cards including the Govt. Visa card. (Remember that DOD requires Government Visa cardholders to use this method of payment). Upon arrival you will need to show your govt. identification to obtain the special rate. If you need to cancel this reservation or change your arrival date for any reason, the hotel requires notification at least 24 hours in advance to obtain the deposit refund; please be sure to ask for a cancellation number. The hotel will automatically guarantee all sleeping rooms for late arrival.
- c. **The conference will run from Monday April 8, 2002 with registration beginning at 1500, and ending on Thursday April 11 at 1700. For those folks arriving from out of town we recommend that Monday and Friday be noted as travel days on your travel orders.** Please join us for an icebreaker/cash bar from 1700-1900 on Monday in Salon II. On Thursday evening we are planning to dine at O'Dowds Irish Restaurant and Pub on the Plaza. If you are interested in participating, please sign up on Monday during registration.
- d. **Guest Room Rates.** The nightly room rate for single and double occupancy for our group is \$85.00, however double occupancy rooms are limited in the hotel. **The per diem rate for Kansas City is \$127.00 per day.** A Tax Exempt form has already been provided to the Hotel and is available for the entire group, which will cover the tax issues that arise.
- e. **Check in/out Time.** The official check in time at the hotel is 3:00 P.M. The hotel will accommodate guests arriving before 3:00 P.M. as soon as rooms become available. The hotel check out time is 12:00 noon. Anyone wishing special consideration for a late checkout should inquire at the front desk on the day of his or her scheduled departure. **Fairmont**

Hotels charge an early departure fee of \$50.00 for guests who depart prior to their confirmed departure date. Guests may change their departure date without penalty up to and including the time of registration.

f. ***Room Accommodations, Special Services, and Amenities.*** Designated non-smoking rooms and Americans with Disabilities Act (ADA) compliant rooms are available upon request. For your convenience, all guest rooms are equipped with an iron, ironing board, hair dryer, voice mail and a data port hook-up for laptop usage. Complimentary coffee is available in the lobby.

g. ***Health and Fitness.*** The hotel offers use of its fully equipped fitness center featuring treadmills, steppers and cycles. A nice jogging trail is nearby for jogging along Brush Creek and tennis courts are located within walking distance.

h. ***Transportation to Hotel and Parking.*** KCI Shuttle provides shuttle service from Kansas City International Airport to the Fairmont Hotel every 30 minutes. The round trip fare is \$22.00. ***We suggest that you call their toll free number to arrange a time slot if you elect to use this service. The phone number is (1-800-243-6383).*** Parking is available at the hotel for \$7.00 a day. The hotel garage provides round the clock security. Approx. mileage from the airport to the Fairmont Hotel is 40 miles one way.

i. ***Agenda.*** The agenda has been established and a copy will be forthcoming shortly.

j. ***Point of Contact.*** For further information or questions, please contact Planning Team POC Frank Pierce, Kansas City District, at (816) 983-3772.

k. ***Registration.*** The registration fee of \$25.00 for the conference will be collected at the time of registration on Monday evening April 8th. Personal checks or money orders should be made out to FAO-KCD. If you pay with cash please have the correct amount. Indicate on your travel orders the cost of registration will be \$25.00. A registration receipt will be furnished upon request.