



## MEMORANDUM

TO: 2008 Frontiers Research Teachers

FROM: Mel Limson, Ph.D., K-12 Education Programs Coordinator  
Brooke Bruthers, Office Manager

DATE: May 23, 2008

RE: Science Teaching Forum Travel/Accommodations

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As a Research Teacher (RT) in the *Frontiers in Physiology* program, you will be participating in the upcoming **2008 Science Teaching Forum**, to be held at the Airlie Center from **Monday, July 21 – Sunday, July 27, 2008**. **Reminder: Your attendance at the Forum is a required part of the program!** This memo includes all the information you need about your travel arrangements and accommodations. An agenda will be sent to everyone at a later date.

### PLEASE READ THIS INFORMATION CAREFULLY AND COMPLETELY!

I. **Where you will be staying:**

The Airlie Center  
6809 Airlie Road  
Warrenton, Virginia 20187  
(540) 347-1300  
<http://www.airlie.com/>

More details regarding the Airlie Center will follow. **PLEASE NOTE: The Airlie Center is a conference center. It is NOT a hotel. It is not set up to accommodate families and our arrangements with Airlie do not include family members.** If you want to do some sightseeing in the Washington, D.C. area, please feel free to come early or stay late, but you must make your own arrangements. If family members will be flying in to meet you before or after the Forum, you should make room arrangements for them at another facility. We would be happy to provide you with a listing of area hotels.

II. **Arrival date and time:**

Please arrive at the Airlie Center by **12:30 p.m. on Monday, July 21**. (That is, arrive at either Dulles or Reagan by mid-morning\*. We will begin the Forum at 1:00 p.m. If

you are coming from the west coast or cannot book a flight that lands early enough, you can arrive on Sunday, 7/20. If that is the case, please advise Brooke.) The usual check in time for the Airlie Center is 3:00 p.m. However, Airlie will store your luggage so that you can enjoy the grounds during your wait.

\*We request that you fly into either Dulles (IAD) or Reagan National (DCA) airports. Dulles is about 40 minutes from the Airlie Center, and Reagan National is about one hour away. The third airport in the area, Baltimore-Washington International (BWI), is too long a drive from the Airlie Center.

III. **Departure date and time:**

The Forum will conclude at **12:00 noon on Sunday, July 27**. Lunch will be available from 12:00 – 1:00 p.m. **Please plan to stay for the entire Forum**. If you need to leave earlier because of airline schedules, please let us know in advance. Otherwise, do not reserve a flight before 4:00 p.m. in order to allow enough time to get to the airport. You do not need to be at the airports 2 hours in advance; 90 minutes is adequate.

IV. **Travel arrangements:**

A. **Airline reservations.** You are responsible for making your own airline reservations. **You may use the APS travel agent, Globetrotter Travel, and they will bill the APS directly.** Please call (800) 322-7032 (M-F, 9:00 a.m. – 5:00 p.m. EST), and identify yourself as a 2008 APS Research Teacher. A Globetrotter agent will book flights for you and then send you an email confirmation. We have also informed Globetrotter that you should fly into Dulles or Reagan National.

You may want to check online for flights as well. The airfare for flights booked on your own will be reimbursed after the Forum. (You will receive information about travel expense reimbursement at Airlie.) If you find a flight at a significant savings through BWI, please contact Brooke first. Please review the attached APS airline travel policy entitled, “Important Info for APS Fellows Concerning Airline Ticket Purchase and Financial Responsibility.”

**Please make your airline reservations by Friday, June 13, 2008 so that you can return your Travel Information form to the APS Education Office by MONDAY, June 16.**

B. **Car/van service at the airport.** By booking your travel with Globetrotter or sending Brooke a copy of your itinerary, we will take care of making a reservation for you with our sedan service, **to Airlie from the airport**. The APS will also make arrangements for airport shuttles for everyone to return on July 27.

**The fee for this service will be billed directly to the APS and a tip is already included.** A van or sedan will pick you up directly at the airport and will drive you to Airlie. Detailed instructions will follow at a later date. **Please remember**

**that this is a shuttle service.** Our transportation company may be picking up several people in our group at once, therefore, you may be asked to wait for the next person to arrive before leaving for Airlie.

**Please note:** If you are arriving early or staying late and need to be picked up or taken to a location other than an airport, please inform Brooke. You will be required to pay any additional fees, if necessary.

- C. Driving.** If you are driving, there is ample parking at the Airlie Center, free of charge. APS will reimburse you for mileage (50.5¢ per mile) as long as the reimbursement does not exceed the cost of round-trip airfare from your local area airport. If you drive one way and fly the other, the total cost of mileage plus one-way airline ticket reimbursement cannot exceed the cost of a round-trip airfare. **The APS does NOT reimburse for rental cars.**

Note: If you live within the metropolitan Washington, D.C. area, you are also required to stay at the Airlie Center during the entire week.

V. **Accommodations:**

The APS Education Office is responsible for making all room reservations. **Do NOT call Airlie for reservations.** Please complete and fax your Travel Information sheet for the accommodations you require by MONDAY, June 16. Rooms are booked for check-in on Monday, July 21 and check-out on Sunday, July 27. **If you need to arrive earlier or stay later due to airline schedules, please inform us.**

- A. **Guest rooms are booked for double occupancy;** therefore, you will be sharing a room with another RT unless you have a special need that requires a single room. We will assign a roommate for you matched by gender and smoking preference. If you have a specific need for a private, handicap accessible room or first floor room, please call or email Brooke.
- B. **Personal charges** for phone calls, alcoholic beverages, souvenirs, laundry, pizza deliveries, etc., will be your personal responsibility. Upon check in, the Front Desk staff will ask for a credit card for incidentals.

VI. **What to bring to enjoy the Airlie Center:**

For our recommendations on clothing and equipment to pack, please see the enclosed list, **“What to Bring to Enjoy the Airlie Center”**.

- A. **Clothing and equipment.** Keep in mind that we will be doing some lab activities that require physical activity or the use of household reagents (e.g., corn syrup). Rain or shine, you will be walking outdoors to get to the meeting room and dining area from the guest rooms, so wear comfortable shoes and bring an umbrella. A light jacket or sweater may be necessary since the meeting rooms are air-conditioned.

- B. **Recreation available.** You will have the option of signing up for a nature walk with the Airlie Environmental Center. The Airlie Center also offers several outdoor recreational activities, including hiking, biking, fishing, swimming, tennis and volleyball. Sports equipment is available at the Airlie Center for some of these activities; however, some require you to bring your own. If you like to fish, bring your own pole and tackle. If you forget something, the nearest stores are three to four miles away in Warrenton. Shuttle service is NOT available from Airlie to town; taxi service can be called, if necessary, but at your own expense.
- C. **Snacks, etc.** Airlie has soda machines and a limited variety of snacks available at the front desk. Meals are buffet style and provide many choices. Sample menus can be found at [http://www.airlie.com/food/menu\\_conf.htm](http://www.airlie.com/food/menu_conf.htm). Snacks and coffee breaks are available during the day outside our meeting room. Please notify Brooke in the enclosed travel form if you have any special dietary needs.
- D. **Resources.** We will be sending you home with quite a bit of materials and resources, i.e. three-ring binders, books, etc. If you can pack an extra bag, that's great. If not, try to save some room in your suitcase(s) for additional items to bring home.

VII. **Email Survey:**

For our records, please complete the attached Email Survey and return it via email or fax by Monday, June 16, 2008. Or reply using the following:

What email address will you use between now and July 21?

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Please reply to Brooke directly to confirm receipt of this Memo and the attached documents, as well as which email address you'll use during the summer.

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You will be receiving additional travel information and details about the Science Teaching Forum in future correspondence. If you have any questions concerning the travel information for the Forum, please feel free to contact Brooke at (301) 634-7226 or [Bbruthers@the-aps.org](mailto:Bbruthers@the-aps.org).

**Thanks for your assistance. We look forward to seeing you in July!**