

LOGISTICS

2005 EETAP Leadership Clinic
National Conservation Training Center
Shepherdstown, WV
June 15-21, 2005

For Resource People

NEEAP will cover your costs to attend the 2005 EETAP Leadership Clinic.

Accommodations

Please call the National Conservation Training Center (NCTC) to reserve your guest room. Call NCTC at **877-706-NCTC (6282) no earlier than April 1 and no later than June 1, 2005**. Request a room for the 2005 EETAP Leadership Clinic. You will need to give credit card information to hold your guest room. Your credit card will *only* be charged for incidentals such as telephone, gift shop, etc. *When you call to reserve your room, you will also need to schedule your space on the shuttle**. So book your flight first (see below).

Travel

Driving In: For directions go to <http://training.fws.gov/mapdir.html>. If you are driving in, NEEAP will reimburse you for mileage at .325/mile. You will fill out a Travel Expense Report at the Clinic.

Flying In: NEEAP will book your flight so you do not get a bill. Call Amy Heart at NEEAP **(715-346-4748)** to book your flight. Call by April 15, 2005. Please research your flight options prior to contacting the NEEAP office. You will need to fly into the Dulles International Airport.

***SHUTTLES ARE SCHEDULED FOR 4 PM ON WEDNESDAY, JUNE 15**

Please plan for your flight to arrive no later than 3 pm to catch the shuttle at 4.

SHUTTLES ARE SCHEDULED FOR 6 AM AND 8 AM ON TUESDAY, JUNE 21

Please allow 3 ½ hours prior to your departure for commute and check in.

Breakfast is available at NCTC from 6:30-8:30 am

Directions to Shuttle Pickup area at Dulles: From the main terminal, follow the signs to baggage pickup and proceed to the appropriate baggage carousel to claim your luggage. Once you have claimed your luggage, proceed to the airport **Exit 7**, directly across from the luggage carousels 2 & 3, proceed up the exit ramp to the shuttle pick up location. The bus is white with blue trim displaying 'NCTC' in blue. The destination panel will display 'National Conservation Training Center'. A van is used for smaller groups and also displays USFWS/NCTC identification. **Picture ID is required to board the shuttle**. The shuttle departs on time!

Allow Adequate Time to Make Your Flight: When making flight arrangements, a minimum of two to four hours should be allowed for check-in, check-out, baggage handling, etc. Travel time between Dulles Airport and the NCTC is approximately two hours. Please make sure that all personal comforts are attended to prior to boarding the shuttle as there are no scheduled stops between the airport and NCTC.

Attire

The NCTC is a walking campus, so sturdy comfortable shoes are recommended. Temperatures should be pleasant during the day (70s-80s), with cool evenings (50s-60s). Please dress casually.

Please contact NEEAP if you have questions or concerns at (715) 346-4748 or neep@uwsp.edu.