

# LOGISTICS

2005 EETAP Leadership Clinic  
National Conservation Training Center  
Shepherdstown, WV  
June 16-21, 2005

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## Accommodations

Please call the National Conservation Training Center (NCTC) to reserve your guest room. Call NCTC at **877-706-NCTC (6282)** by **June 1, 2005**. Request a room in the NEEAP block. 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\**.

## 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.

## Travel

You will be responsible for arranging your travel to/from the clinic. You are responsible for your travel costs. If you are flying in, we will cover the cost of the NCTC shuttle.

**Driving In:** For directions go to <http://training.fws.gov/mapdir.html>.

**Flying In:** If you are using air transportation, please fly into the Dulles International Airport.

**\*SHUTTLES ARE SCHEDULED FOR 2 PM AND 4 PM ON THURSDAY, JUNE 16**  
Please plan for your flight to arrive no later than 3 pm to catch the last 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 (2pm & 4pm, June 16).

**Allow Adequate Time to Make Your Flight:** When making flight arrangements, please allow a minimum of two to four hours 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.

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Please contact NEEAP if you have questions or concerns at (715) 346-4748 or [neeap@uwsp.edu](mailto:neeap@uwsp.edu).