

**NRM Gateway Content Development Workshop
5 - 8 February 2002**

*Room 752, Emergency Operations Center (EOC) Conference Room
Federal Building, 600 Dr. Martin Luther King, Jr. Place, Louisville, KY*

Who: Content Development SME's for selected programs. Various NRM Gateway working group members will attend as facilitators.

When: 5-8 February 2002. Meeting shall start at 8 a.m. on the 5th and end by noon on the 8th.

Where: The Federal Building is located between 6th and 7th Streets, and between Chestnut and Broadway Streets, right behind the Gene Snyder Courthouse. The 6th and 7th Street entrances are locked. If you are walking from the hotel, the closest entrance to the Federal Building will be the one facing Broadway Street. You will have to go through a metal detector to enter the building.

Meeting Room: Room 752, EOC Conference Room. We have the EOC, the adjoining EOC Support area, and the VTC conference room reserved for workshop space to include breakout areas. This provides 12 desktop computers with MS Office applications for use by the participants and support personnel. We have projection capability as well as Internet access from this location.

Lodging: A block of rooms has been reserved at the Camberley Brown Hotel, located at 4th and Broadway Streets (two blocks from the Federal Building). See the inset map for details:

<http://www.lrl.usace.army.mil/twnmap.htm>

The per diem rate is \$69 plus tax. Government ID is required at check in. The rooms are set aside for four nights, with a 4 February arrival date. Reservations may be made by calling the hotel's reservation department at 502-583-1234. Please state that the room is a part of a block for the Corps of Engineers.

The room block release date is 18 January 2002; so please make reservations prior to this date.

Room cancellations must be made by 4:00 pm the day prior to arrival. Check in time is after 3:00 pm, and check out is 11:00 am.

NOTE: The hotel is located in downtown Louisville. Like many downtown areas, it is recommended that you not walk around the downtown area alone in the evenings after office hours. The hotel has a shuttle drop-off and pick-up service for local restaurants if arranged in advance, and of course taxi service is available.

Airport Transportation: The hotel is 10 minutes from the airport.

<http://www.lrl.usace.army.mil/metmap.htm>

The hotel offers complimentary airport shuttle service. You may ask about availability when you make your hotel reservation. A phone in the airport baggage claim area may be used to call for pickup. The shuttle van is white, with the hotel logo; pickup is outside the baggage claim area. Arrangements for a return trip to the airport may be made while at the hotel. Please let the bellman know the departure time so those trips to the airport can be coordinated.

For those driving, parking is available adjacent to the hotel at a cost of \$12 per night for self-parking, or \$15 per night for valet parking. This cost is subject to change.

The following are links for more hotel information: http://www.thebrownhotel.com/body_index.html and http://dps1.travelocity.com/hotsdetailcobrand.clt?prop_cd=39111&Service=YHOE