

**NRM Gateway – Partnerships Content Development Workshop**  
**15-17 July 2003**

*Room 702, Emergency Operations Center (EOC) Conference Room  
Federal Building, 600 Dr. Martin Luther King, Jr. Place, Louisville, KY*

**Who:** Designated SMEs who will develop the Partnerships component of the Gateway. Various NRM Gateway working group members will attend as facilitators.

**When:** 15-17 July 2003. Meeting shall start at 8 a.m. on the 15<sup>th</sup> and end at 5 p.m. on the 17<sup>th</sup>. Monday 14 July and Friday 18 July are travel days.

**Where:** The Federal Building is located between 6<sup>th</sup> and 7<sup>th</sup> Streets, and between Chestnut and Broadway Streets, right behind the Gene Snyder Courthouse. The 6<sup>th</sup> and 7<sup>th</sup> 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 and have your briefcase/purse x-rayed to enter the building. You will need to show your Government ID to get a Visitor Pass, which must be worn while in the building.

**Meeting Room:** Room 702, EOC Conference Room. We have the EOC reserved for workshop space. 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. Note: no food or drinks are allowed in this room.

**Lodging:** A block of rooms has been reserved at the Camberley Brown Hotel, located at 4<sup>th</sup> 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 14 July 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 **Partnership Workshop**. The room block release date is **June 13, 2003**; 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 4:00 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 \$14 per night for self-parking, or \$18 per night for valet parking. This cost is subject to change.

More hotel information is available at the following link: <http://www.brownhotel.com/>