

**Toward A New Synthesis of the Evolutionary History &
Ecology of C4 Grasses
NESCent Catalysis Meeting
April 9 – 11, 2009**

**Erika Edwards, Caroline Strömberg, & Colin Osborne,
Coordinators**

Dear Catalysis Meeting Participants,

We are looking forward to your arrival in April. Please review the following information regarding your travel. **I especially want to direct your attention to the attached document regarding NESCent Travel Arrangements and NSF/NESCent Travel Policy.**

Schedule of Events:

The current agenda plans for you to arrive anytime on Wednesday, April 8th, meet Thursday, April 9th and Friday, April 10th from 8:00 am to 5:00 pm and Saturday, April 11th from 8:00 am to noon.

Hotel Arrangements:

You will be staying at the [Durham Marriott Convention Center](#) (201 Foster Street, Durham, NC 27701, telephone: 866-909-8375 or 919-768-6000).

Reservations have been made for three (3) nights' lodging on Wednesday, April 8th through Saturday, April 11th. **Your hotel reservations may be slightly different based on your travel schedule.** Check in time is 4:00 pm and check out time is noon.

Travel Arrangements:

Please see attached NESCent Travel Arrangements and contact our travel agent, [Connie Garrett](#), by **Friday, March 13th** to arrange your airline travel. Your airfare will be directly billed to NESCent. Please do not book your flights independently. The meeting will conclude at noon on Saturday, April 11th so you are free to select a flight after 2:00pm. NESCent will provide lodging for any attendees unable to schedule return flights until the following day.

To arrange your airline travel, contact Connie Garrett of Cardinal Travel:

Telephone: 866-964-1946

Email: cgarrett@duke.edu

*****SPECIAL NOTE TO INTERNATIONAL VISITORS TO THE UNITED STATES *****

Beginning January 12, 2009, all VWP (Visa Waiver Program) nationals and citizens will be required to obtain a travel authorization prior to initiating travel to the United States under the Visa Waiver Program. This authorization may be obtained on-line through a free Internet application administered by the Department of Homeland Security through a U.S. government web site. There is no fee for completion of an ESTA application.

For complete information, please go to:

http://www.cbp.gov/xp/cgov/travel/id_vis/esta/

Meal Arrangements:

We will be using the NSF Federal per diem rates to reimburse you for your meals. Prior to the meeting, we will provide information on the specific reimbursement amount for the meals. *NSF prohibits the reimbursement for any alcohol. Please note that we cannot reimburse you for your meal if alcoholic beverages appear on any receipts.*

URGENT - PLEASE NOTE:

Before your arrival to NESCent, you will receive an email entitled “**NESCent Administrative Database: Register for Your Meeting.**” Our new registration system collects participants’ data for our reporting to the National Science Foundation. *The system will also request your home address information as Duke policy mandates that all reimbursement checks must go to home addresses.* Thus, no home address and we cannot send you a reimbursement check. This implementation will reduce paperwork and increase our efforts to ensure a productive meeting.

If you have any questions regarding your visit, please contact me.

Please see wiki for NESCent Travel Arrangements and NSF/NESCent Travel Policy

All the best,

L. Danielle Wilson | Logistics Manager

NESCent

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