

Dear Colleague,

We are looking forward to your visit to Hawaii and we thank you for your patience while we confirmed arrangements with the hotel and travel agent.

The conference will be held at the Hilton Hawaiian Village Hotel on the Island of Oahu from November 30 to December 3rd. As you may note from the preliminary conference agenda on our website http://hcac.hawaii.edu/conferences/NSF2010/prel_program.html, we have arranged the following:

1. **Meet & Greet:** Tuesday, November 30, will open registration in the afternoon with a very casual Meet & Greet in the Palace Lounge area of the hotel from 4:00 – 7:00 p.m.
2. **Technical Sessions:** The technical sessions will run all day on December 1st (Wednesday) and 2nd (Thursday) in the Tapa Ballrooms and the Honolulu meeting room.
3. We will be serving **breakfast** at 6:45 a.m. and **lunch** at noon during Wednesday and Thursday.
4. **Welcome Reception:** We will close the day on Wednesday with a Welcome Reception on the Lagoon Green at 6:30 p.m.
5. **Dinner** will be served on the evening of Thursday, December 2nd.
6. On the last day, **Friday**, there will be **technical sessions** for ½ day which will end at noon, followed by a **luncheon** in the Coral Ballroom to close the meetings.
7. If any participant is interested in bringing a **spouse or significant other**, the conference will be happy to provide a “guest badge” which includes all meals offered during the conference days (breakfast, lunch and dinner) at the NSF negotiated price which is \$318.00. These charges will be billed separately from the NSF grant and will be paid by the individual attendees. We will be providing registration forms on our website which you can fill in with payment information and send directly to Teri Imanaka.

We are asking that you make your own air travel and hotel arrangements as listed below.

Hotel: A Group Code is now being established and will be emailed to you very shortly. You must use the Group Code to make your hotel reservations with the Hilton Hawaiian Village so that your hotel accommodations can be included with the ECCS group. If you have already made arrangements outside the group, we are asking that you *cancel* those arrangements and re-book *once the Group Code is available* as the hotel bill will be paid only for reservations made within the assigned ECCS room block. NSF will be providing support for three nights of accommodations (room and tax). If you require additional nights covered by the NSF, pre-approval from NSF is required.

Air Travel: We have budgeted an average of \$750.00 for your reasonable roundtrip airfare to Hawaii from your home. We have made arrangements with Panda Travel on Oahu to facilitate your air travel arrangements. We are setting up a purchase order so that you will not have to make any payments for your air ticket. We strongly encourage using Panda Travel and will be sending you the

contact information as soon as the purchase order is in place. If you make your own arrangements, we will reimburse you. However, please remember to make reasonable accommodations using the \$750 as a guideline, and use a U.S. carrier with coach accommodations. We will be reimbursing you only for roundtrip arrangements from your home to Oahu and back and you will need to pay for any additional legs.

As you can see from the above arrangements, we will be providing food during the meeting dates as part of your per diem.

Please contact Teri Imanaka (imanaka@hawaii.edu) if you have questions about Hawaii or your hotel accommodations. She will be emailing you in the near future when we have the Group Code and purchase order set up.

Congratulations on your NSF support and we are once again looking forward to welcoming you to Hawaii!

Aloha,

Magdy F. Iskander