

Dear 2010 NSF ECCS Grantee Participants,

Thank you for your emails and for your participation in the 2010 NSF ECCS Grantees Conference in Honolulu, Hawaii.

The hotel Group Code and arrangements with Panda Travel are ready for your use and this information can be found on our website:

<http://hcac.hawaii.edu/conferences/NSF2010/announcements.html>

1. Hotel: Please use the Group Code “AUW” when you make your reservation at 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 using the Group Code 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. If you have any questions, please contact Teri Imanaka at [imanaka@hawaii.edu](mailto:imanaka@hawaii.edu).

2. Air Travel with Panda Travel. We are encouraging the use of Panda Travel for your air reservations. Please be sure to state that you will be attending the “2010 NSF ECCS Grantees Conference” when you call or email Peggy at Panda Travel and she will assist you with a reservation. Once again Peggy’s email is [peggy@panda-group.com](mailto:peggy@panda-group.com), and her telephone number is (808) 738-3508.

3. Airfare Reimbursement: Although we are encouraging air accommodations by Panda Travel, we will also be able to process reimbursements for reasonable round trip airfare from your home to the meeting. As a reminder, please use \$750 as a guideline, and use a U.S. carrier with coach/economy accommodations. We will be processing reimbursements *after* the conference upon receipt of the following:

1. Copy of your itinerary
2. Confirmation of payment by you (either shown on your itinerary and/or receipt, or a copy of your credit card statement)
3. Original completed and signed forms (which will be available on our website shortly):
  - a. Non-Employee Travel Expenses Form
  - b. WH-1 Form

Please let us know if you have any additional questions. Otherwise, we look forward to seeing you very soon in Hawaii!

Sincerely,

Magdy F. Iskander