



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

May 12, 2015

ALL AGREEMENT STATES, WYOMING

FUNDING FOR THE 2015 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING  
(STC-15-034)

**Purpose:** To invite one representative from each Agreement State, and Wyoming to attend the 2015 Organization of Agreement States (OAS) annual meeting to be held August 24-27, 2015, in Boston, Massachusetts.

**Background:** The NRC provides funding to the Agreement States for the OAS annual meeting and the associated travel.

**Discussion:** The U.S. Nuclear Regulatory Commission (NRC) will sponsor one representative from each Agreement State and Wyoming to attend the 2015 OAS annual meeting which is scheduled for August 24-27, 2015, at the Omni Parker House Hotel, 60 School Street, Boston, Massachusetts.

One individual from each Agreement State and Wyoming should be identified to attend the 2015 OAS annual meeting. Please provide the name and contact information for each attendee to Marcia Casby no later than June 12, 2015. Additional information and detailed guidance for attendees is provided in Enclosure 1.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below:

POINT OF CONTACT: Marcia Casby  
TELEPHONE: (301) 415-6525

E-MAIL: [Marcia.Casby@nrc.gov](mailto:Marcia.Casby@nrc.gov)

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CEinberg for LDudes*

Laura A. Dudes, Director  
Division of Material Safety, State, Tribal,  
and Rulemaking Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosure: Attendee instructions

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Laura A. Dudes, Director  
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DISTRIBUTION: MSTR r/f David Spackman, ASPB

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OFFICE	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
NAME	MCasby	CEinberg	CEinberg for LADudes
DATE	5/12/15	5/12/15	5/12/15

OFFICIAL RECORD COPY

## INSTRUCTIONS TO ATTENDEES

**ACCEPTANCE:** One individual from each Agreement State and Wyoming will be identified as the selected attendee to receive funding from the U.S. Nuclear Regulatory Commission (NRC) to attend the 2015 Organization of Agreement States (OAS) annual meeting. Please provide the name and e-mail address of the selected individual to Marcia Casby at [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov) by Friday, June 12<sup>th</sup>.

**REGISTRATION:** Please register for the meeting online at <http://agreementstates.org>. Complete the Travel Application Form which will be provided to you and submit to Marcia Casby, [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov) at your earliest opportunity, but no later than Monday, June 29<sup>th</sup>.

**FUNDING:** Selected attendees will receive the following funding/reimbursements:

- Registration Fee (paid by the attendee and reimbursed by the NRC). Please note that the NRC will not reimburse for the night out.
- Hotel and hotel tax for check in no earlier than Sunday, August 23 and check out no later than Friday, August 28 (paid by the attendee and reimbursed by NRC, not to exceed per diem of \$210). Hotel tax is separate line item on the voucher for reimbursement.
- Flight (direct billed to the NRC). Rental cars are not authorized for reimbursement.
- Baggage Fees (reimbursed by the NRC)
- Mileage for personal vehicle (reimbursed at .575 cents per mile by the NRC)
- Parking & Tolls
- Taxi/Shuttle
- Meals & Incidentals (paid by the attendee and reimbursed by the NRC via a per diem of \$71 per day. The first and last day of travel, the reimbursement is 3/4 of \$71.

**TRAVEL:** Please plan to arrive on Sunday, August 23 and depart on Thursday, August 27. You may elect to depart on Friday, August 28 if available transportation will not allow you to return prior to midnight on Thursday, August 27. NRC sponsored attendees must make their own lodging and travel arrangements. Please contact NRC's travel management company, El Sol Travel, Inc. at 844-244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable Government fare and make sure that El Sol Travel, Inc. correctly direct bills your fare to credit card ending 2835. Flights may be converted by Marcia Casby to less costly, non-refundable tickets, so please select carefully. If the need arises, and you must make a change, contact Marcia Casby at (301) 415-6525.

**LODGING:** A block of rooms has been reserved at the following hotel:

**Omni Parker House**  
60 School Street  
Boston, MA 02108  
Phone: 617.227.8600

A link to hotel reservations is provided on the OAS meeting website, <http://agreementstates.org>.

Enclosure

***Please note the following:***

- NRC will not reimburse a State directly. All reimbursements are paid directly to the traveler, and all receipts should identify the traveler as the payer.
- High speed internet is *not* reimbursable by NRC. However, we have negotiated complimentary high-speed internet. Upon check-in, please confirm that you will not be charged.
- Individuals can make hotel reservations using the link on the OAS website or by calling Omni Reservations at 1-800-843-6664. If calling, individuals must identify themselves with the Group Code: "Organization of Agreement States Annual Conference" to receive the special group rate.
- A credit card is required to guarantee individual reservations.
- ***Hotel reservations must be made by 5:00 p.m. July 24, 2015.*** The hotel will continue to accept reservations after the specified cut-off date on a space and rate available basis.
- Individuals will be required to present a credit card upon check-in for credit identification purposes. Cancellation policy is 72 hours prior to arrival to avoid a charge of first night's room and tax.
- In the event a guest checks out prior to the guest's reserved checkout date, the hotel will add an early checkout fee in the amount equal to one night room and tax to that guest's individual account. ***Guests wishing to avoid an early checkout fee should advise the Omni Chicago Hotel at or before check-in of any change in planned length of stay.***
- Check in time is 3:00 PM. Checkout time is Noon.

**TRANSPORTATION:** Transportation from the airport to the hotel by taxi is approximately \$20 - \$30 depending on traffic. In addition, Boston's MBTA train service is located only two blocks from the hotel. From Logan Airport, take the Blue Line to State Street station. As you exit State Street Station, take a left onto Washington Street, go one block and turn right onto School Street. Additionally, Amtrak's Boston South Station is approximately 3/4 of a mile from the hotel.