



Annual Meeting
March 27 – March 30, 2017 – New Orleans, LA
Logistics Sheet

Meeting Location:

InterContinental New Orleans
 444 St Charles Ave,
 New Orleans, LA 70130
 Tel: (504) 525-5566
www.icneworleans.com/

Hotel Reservations: Please note that the official meeting room block at the InterContinental New Orleans Hotel and the Hilton New Orleans/St. Charles Avenue **is now full and closed.**

There are many hotels in New Orleans in walking distance to the Intercontinental New Orleans. Please call hotels of interest to you and ask for their best nightly rate or the federal per diem rate, which is \$156.00 per night. If you need further assistance with reservations, please contact Nicole Henderson at 724-746-3924 or Nicole.henderson@csra.com. As rooms are cancelled at each hotel, Nicole may be able to assist attendees with making hotel reservations at either the InterContinental or the Hilton. Once you have your hotel reservation, please let Nicole know if you would like to be added to the Wait List for either of the ITRC hotel room blocks.

Attire: Business casual.

Travel Expenses (Applicable for ITRC Reimbursed Travelers Only): ****NOTE: New travel policy in place as of June 2016. If your travel costs will be more than \$1,200 total, please have your trip approved by your Team Leaders in advance of purchasing your airfare. Also, all reimbursements must be submitted electronically to csistare@ecos.org no later than 30 days after you return from your trip.**

- ❖ The per diem for New Orleans, LA is \$64 per day.
- ❖ **UPDATED:** First and last day of travel is \$48. Meals provided should be deducted from federal meal per diem.

| Total | Breakfast (Continental/ Full) | Lunch | Dinner | IE |
|-------|----------------------------------|-------|--------|-----|
| \$64 | \$15 | \$16 | \$28 | \$5 |

- ❖ Please review the ITRC travel policy and download a current reimbursement form from the ITRC website when requesting reimbursement for this meeting.
- ❖ **PLEASE NOTE: Car rentals will not be reimbursed unless prior approval is granted by ITRC.** Please contact Patricia Reyes at preyes@ecos.org 202-266-4933.

Transportation from/to Louis Armstrong New Orleans International Airport (MSY):

The closest airport is Louis Armstrong New Orleans International Airport which is approximately 16 miles from the hotel.

****ITRC reimbursed travelers are asked to make every effort to conserve travel funds and share a taxi or use the shuttle service.**

- **Shuttle:** Shuttle service is available by [Airport Shuttle](#) for \$24.00 (per person, one-way) or \$44.00 (per person, round-trip). These fares include three (3) bags per person. Additional baggage may be subject to additional fees. Passengers can purchase tickets at the airport at Airport Shuttle ticket booths located on the first level throughout the



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Baggage Claim area or make advance reservations [online](#) or 866-596-2699.

- **Taxi:** Taxi rides cost \$36.00 from the airport to the Central Business District (CBD) or French Quarter (west of Elysian Fields) for up to two (2) passengers (this includes the Intercontinental Hotel). For three (3) or more passengers, the fare is \$16.00 per passenger. Taxicab booths are located on the first level of the Terminal outside of Baggage Claim Belts 1 and 14. Passengers must wait in line at one of these booths for taxi service. Taxis are required to accept credit card payments.
- **Hotel Parking:** Valet parking is \$42.00 per night.
- **Alternative Public Parking:** Please note that ITRC does not have specific information about these parking lots nor does the hotel endorse any lot other than their valet parking. These public parking lots are near the hotel but availability may be limited based on parking contracts or other events within the city.

| Parking Lot Name | Location | Daily/Overnight Rate |
|--|---|----------------------|
| Premium Parking - P376 | 601 Poydras St. New Orleans, LA, 70130 | Approximately \$25 |
| Premium Parking - P193 | 325 Camp St New Orleans, LA, 70130 | Approximately \$30 |
| Premium Parking - P296 | 408 Camp St New Orleans, LA, 70130 | Approximately \$26 |

Hotel Amenities

- Complimentary guestroom internet