



# Southeast Coastal Ocean Observing Regional Association

## SECOORA December 5<sup>th</sup> and 6<sup>th</sup> 2012 Board Meeting

### Travel Logistics

#### **Meeting/Hotel Venue**

##### **Hilton Garden Inn- Atlanta Airport North**

3437 Bobby Brown Parkway  
East Point, GA 30344.  
Main Phone number: 1-404-477-6600

The SECOORA rate is \$119/night.

REMINDER: **SECOORA will ONLY reimburse for one hotel night at the \$119 rate.**

The hotel provides a free shuttle service to/from the airport. There is a complimentary pickup every 30 minutes on the hour and half hour on the Ground floor, Zone 2, Purple area 24 hours a day.

Breakfast is provided in your hotel room rate. You will receive a voucher when you check in. Breakfast is served from 6 AM -10AM.

Check-in is at 3:00 PM and check out is at 12:00 Noon.

#### **Meeting Dates & Times**

The Board meeting will take place both days in the Hilton Garden Inn's **Cypress conference room**

Wednesday December 5<sup>th</sup> - start at 11 AM

Thursday December 6<sup>th</sup> - start at 8:00 AM, end at 2:30 PM\*.

\* Those participating in the GA Aquarium tour will depart for a tour starting at 3 PM and ending around 4:30 PM. The group would be able to get to the airport by 5:30 PM.

#### **Travel Support**

It is SECOORA's policy to provide travel support for Board members. SECOORA will reimburse for travel expenses at the federal per diem rate. Meals provided at the meeting are not eligible for reimbursement.

Please see the Travel Reimbursement Instructions and Form.

**Georgia Aquarium Tour Transportation**

**REMINDER: SECOORA will not be reimbursing for the transportation to/from the Aquarium tour.**

We will be taking vans from the Hotel to the Aquarium and then back to the Airport.

The vans will hold luggage while we take the tour.

The cost will be \$28/person. Please bring cash or a check.