



## LOGISTICS INFORMATION ~ MAY 8, 2007

### Meeting Location:

The meeting will take place at the Bentley College Conference Center located at 175 Forest Street in Waltham, Massachusetts. Bentley College is 20 minutes outside of downtown Boston off Route 95/128. Information about the Conference Center and driving directions can be found at <http://www.conferencecenteratbentley.com/>

### Registration:

Registration will be conducted on a first come, first serve basis. If you are interested in attending, we recommend registering early because participation will be capped at 100 people. Those registering after the cap has been met will be placed on a waiting list and contacted as openings occur. Please register on-line no later than April 27, 2007 at [www.colamedia.com/cm](http://www.colamedia.com/cm). There is no registration fee for this meeting.

### Accommodations:

Meeting participants will need to make their own hotel reservations. We encourage participants to use on-line services and government discounts to secure a reasonable room rate. Hotels located within 2 miles of Bentley College include:

Hilton International  
135 Beaver St # 2, Waltham, MA  
781-894-8844

Homestead Studio Suites Hotel  
52 4th Ave, Waltham, MA  
781-890-1333

Four Points-Waltham  
420 Totten Pond Rd, Waltham, MA  
781-890-0100

Holiday Inn Express Bost/Wlthm  
385 Winter St, Waltham, MA  
781-890-2800

Home Suites Inn  
455 Totten Pond Rd, Waltham, MA  
781-890-3000

Courtyard-Boston Waltham  
387 Winter St, Waltham, MA  
781-419-0900

Best Western Inn  
477 Totten Pond Rd, Waltham, MA  
781-890-7800

Westin Hotels & Resorts  
70 3rd Ave, Waltham, MA  
781-290-5600

Summerfield Suites By Wyndham  
54 4th Ave, Waltham, MA  
781-290-0026

Doubletree Guest Suites  
550 Winter St, Waltham, MA  
781-890-6767

### Air and Ground Transportation:

Meeting participants are responsible for making their own transportation arrangements. The nearest airport is Boston Logan Airport (BOS), which is 15 miles from Bentley College. Two

other airports located 60 miles from Bentley College are Providence Airport (PVD) in Rhode Island and Manchester Airport (MHT) in New Hampshire. Each airport offers different ground transportation options (train service, taxi, and rental cars). Please check with the airport prior to booking to ensure you have transportation to your hotel and Bentley College.

**Attire:**

The dress code is business casual.

**Questions:**

If you have questions regarding the CSO/NOAA Envisioning Project please contact Jena Carter of CSO at 202-508-3860 or Ralph Cantral of NOAA at 301-713-3155 x 118. Questions regarding logistics and registration should be directed to CSO's contractor Ona Ferguson at [oferguson@cbuilding.org](mailto:oferguson@cbuilding.org) or 617-844-1127.

**We look forward to seeing you on May 8<sup>th</sup>!!**

*noaa* NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
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