

OIL PROGRAM MANAGER MEETING

General Information

The Oil Program Manager Meeting will be held Tues., July 21 through Thurs., July 23, 2009, at the Holiday Inn National Airport, Arlington, VA 22202.

Lodging Information

A room block has been arranged for this group at the Holiday Inn National Airport. The lodging rate for the group is \$99 per night plus 10.25 percent occupancy tax. (*Persons placing their reservations with a government purchase card will be tax exempt. Be sure to mention this when placing your reservation and again upon checkout.*) This special group rate is less than half the current government per diem. You must make your reservation before **Friday, July 10, 2009**, to receive this special rate.



To make your reservation you may either reserve a room online by visiting this direct link:

<http://www.ichotelsgroup.com/h/d/Hi/1/en/rates/WASDC?groupBookingCode=EPA>

or call the hotel at 1-800-465-4329 and ask for a room in the **Environmental Protection Agency** room block.

Reservations at the Holiday Inn must be confirmed with a credit card. Your reservation includes a Full American Breakfast each day and one \$5 drink coupon for use any time during your stay. You are responsible for cancelling your hotel reservation if you cannot attend. **The Holiday Inn requires a notice of cancellation at least 24 hours before your scheduled arrival.** If you fail to provide notice, one night's lodging will be charged to your credit card. Hotel check-in begins after 4:00 PM, and check-out time is at 12:00 Noon. Overnight parking is available for \$16 per day. Daily parking is available for \$6.

Contact Information for the Holiday Inn National Airport

Holiday Inn National Airport

2650 Jefferson Davis Hwy.

Arlington, VA 22202

Phone: 703-684-7200

Fax: 703-684-3217

<http://www.hinationalairport.com/>

What to Pack

Dress is casual for hot and humid weather conditions. Temperatures can range from the low 70's at night to the mid to upper 90's during the day. Please be advised that temperatures in the meeting room do not reflect temperatures outside. It is always a good idea to pack a light jacket or sweater.

Dining and Entertainment

For your convenience, the Holiday Inn offers several restaurants. The National Diner, located inside the hotel, serves breakfast, lunch, and dinner throughout the week in a traditional old time diner style atmosphere with old time diner style prices! O'Malley's Sports Pub (<http://www.omalleysarlington.com/>), also located inside the hotel, serves casual lunch and dinner fare. And, of course, the Holiday Inn offers a full room service menu for your convenience. Please visit <http://www.stayarlington.com/> to find other dining and entertainment options in the Arlington area.

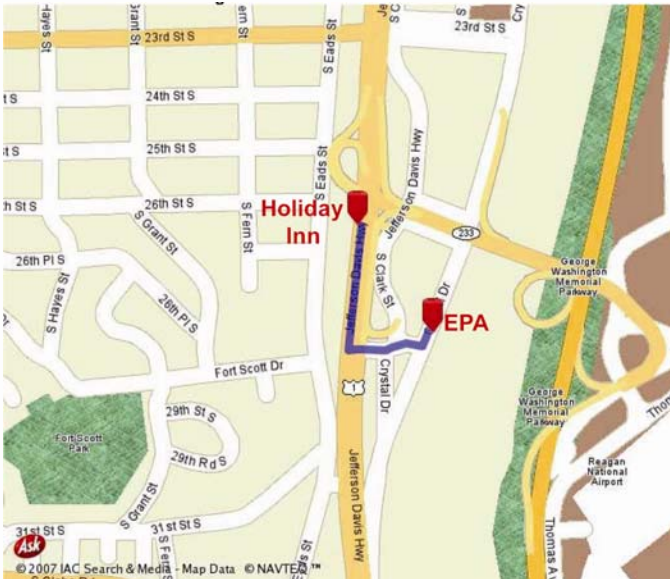
Fitness and Other Amenities

The Holiday Inn offers a 24-hour fitness center, complimentary Internet access in all guest rooms and common areas, and a 24-hour business center offering fax, printing, and Internet access capabilities.

Travel Information

Ronald Reagan Washington National Airport (DCA) (<http://www.metwashairports.com/reagan>) is just a few minutes from the Holiday Inn. The hotel provides complimentary shuttle service to and from the airport as well as the local Crystal City METRO Subway Station and other various local businesses **including the EPA Potomac Yard offices**. Please call the hotel for more information about shuttle pickup: 703-684-7200. The hotel concierge will be able to provide further information regarding the shuttle schedules. Arlington, Virginia is located in the Eastern Time zone.

Walking Directions from the Holiday Inn from EPA Potomac Yard Offices



If you do not wish to take the shuttle, the Holiday Inn is just a quick 5 minute walk from the EPA Potomac Yard offices:

- Begin at the Holiday Inn going south on Jefferson Davis Hwy.
- Cross Jefferson Davis Hwy. by turning left on 27th St., S.
- Walk till you arrive at Crystal Dr.

Please note: these directions are approximate and derived from Google Map walking directions. Please confirm your best route with the hotel concierge.