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## Schedule of Events

The Managing Contracts: Focus on the Invoice training will be held Wednesday, May 25, 2016, at the U.S. EPA Region 1 office in Boston, Massachusetts. The training will be held in Room 1562 – Court of Appeals on the 15<sup>th</sup> Floor. The training begins at 8:30 a.m. and ends at 4:30 p.m. Please plan your flights accordingly.

The U.S. EPA Region 1 office is located at:

5 Post Office Square  
Boston, Massachusetts 02109

<http://www.epa.gov/region1/directions>

Please note: The training will be held at the U.S. EPA Region 1 office in Boston, Massachusetts; a sleeping room block is set up at the Club Quarters in Boston, Massachusetts. The Club Quarters is located within walking distance, approximately 2 blocks, from the EPA Region 1 office.



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## The Club Quarters

The Club Quarters  
161 Devonshire Street  
Boston, Massachusetts 02110  
Phone: 617-357-6400

For additional information about The Club Quarters, visit:

<https://clubquarters.com/boston>



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## Sleeping Room Reservations

A block of rooms has been reserved at the Club Quarters in Boston, Massachusetts. The lodging rate is the prevailing government rate of \$247 per night plus 14.45 percent sales tax. **Reservations need to be made by April 23, 2016 to receive the government rate.** The rate includes free wireless internet and unlimited purified bottled water.

To reserve your room, please call the Club Quarters Member Services during business hours directly at (203) 905-2100. You will need to mention that you are reserving under the **“U.S. Environmental Protection Agency”** room block and provide the following group code: **EPA016**. To reserve your room online, please visit <https://gc.synxis.com/ClubQuartersBoston/May2016>.

You are responsible for cancelling your hotel reservation if you cannot attend. The Club Quarters requires a notice of cancellation by 12:00 p.m. Eastern Time two days before your scheduled arrival.

Hotel check-in begins after 3:00 p.m., and check-out time is at 12:00 p.m.

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## What to Pack for the Boston Area

May temperatures range from 50°F at night to 65°F during the day. Please be advised that the temperatures in the training room do not reflect temperatures outside. Be sure to pack a jacket or sweater to wear while you attend the training.

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## Dining

Club Quarters offers one on-site restaurant, Elephant and Castle, which is open daily for breakfast, lunch and dinner. Club Quarters also offers in-room dining.

Located in downtown Boston, many types of restaurants can be found in the immediate vicinity of the Club Quarters.

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## Health, Fitness and Recreation

Club Quarters offers several amenities, including a 24-hour fitness center with treadmills, elliptical machines, exercise bikes and weight machines.

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## Travel Information

The Boston area is served by Logan International Airport (BOS). BOS is located approximately 4 miles from the Club Quarters. Additional information for BOS is available at [www.massport.com/](http://www.massport.com/).

Boston, Massachusetts is located in the Eastern Time Zone.

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## Ground Transportation

The Massachusetts Bay Transportation Authority (MBTA) subway provides access to the Boston area. The MBTA, also referred to as the "T", opens at 5:00 a.m. and closes at 1:00 a.m. each day. Trains run approximately every 5 to 9 minutes during the weekday rush hour and approximately every 8 to 20 minutes, depending on the time of day. Fare is \$2.10 each way.

You may purchase a CharlieCard or CharlieTicket. The CharlieCard is a plastic, stored-value card that allows riders to pay a standard fare. The CharlieCard is available online, at any of the stations, pass sales offices or retail vendors. The CharlieTicket is a paper, stored-value card that riders pay a standard fare plus a surcharge. The CharlieTicket is available at over 500 in-station fare vending machines and at retail sales locations.

Additional information about MBTA subway is available at [www.mbt.com/](http://www.mbt.com/).

From BOS, take the Blue Line to the State Street stop. The hotel is approximately a 5 minute walk from the State Street stop. Follow Devonshire Street south (away from City Hall & Faneuil Hall/Quincy Market) approximately 2 blocks and cross Milk Street. The Club Quarters will be located on your right after Milk Street and before Franklin Street.

Taxi fare between BOS and the hotel is approximately \$30 each way, not including gratuity.

Valet parking is available at the hotel for \$38 per night with in and out privileges. Parking is available at a discounted rate at Icon Parking Garage. The self-park rate for any vehicle per 24-hour period or any part thereof Monday through Friday is \$25.00; Saturday and Sunday is \$16.00.

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## Driving Directions to EPA Region 1 Boston From BOS Airport Approximately 4 miles, 10 minutes

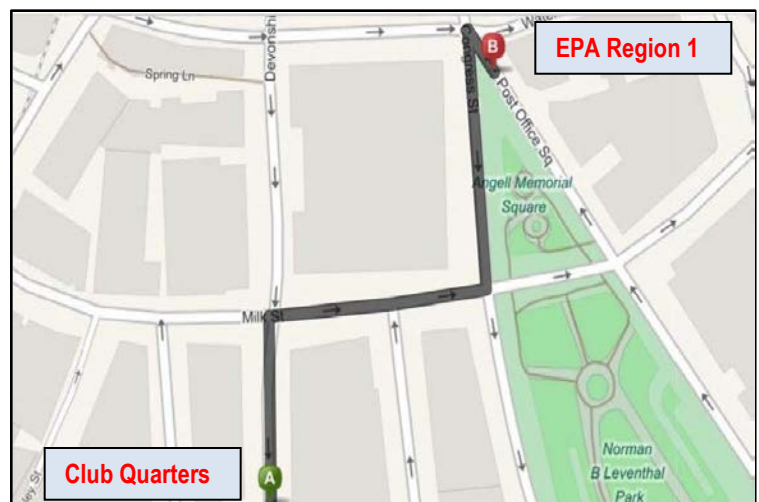
- ❖ Upon exiting the airport follow signs to Massachusetts 1A South/Interstate 93 N/Sumner Tunnel and merge onto Massachusetts 1A South/State Highway 1A South
- ❖ Drive 1.8 miles and take the exit on the left toward Market Street/New Chardon Street
- ❖ Turn left onto Market Street/New Chardon Street
- ❖ Turn left onto Merrimac Street
- ❖ Continue onto Congress Street and drive 0.4 mile
- ❖ The EPA Region 1 Office will be right after you cross Water Street.

NOTE: There are several tolls along the route from the airport to downtown Boston.

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## Walking Directions to EPA Region 1 From The Club Quarters Approximately 0.1 mile, 2 minutes

- ❖ Head north on Devonshire Street to Milk Street
- ❖ Turn right onto Milk Street
- ❖ Turn left onto Congress Street and walk one block until it hits Post Office Square
- ❖ The EPA Region 1 office will be on the left at 5 Post Office Square



# MBTA Subway Map

