
Schedule of Events

The Managing Contracts: Focus on the Invoice training will be held Thursday, June 23, 2016, at the U.S. EPA Region 3 office in Philadelphia, Pennsylvania. The training will be held in the Allegheny Room, located on the 4th floor of the building. The training will begin at 8:30 a.m. Eastern time and end at 4:30 p.m. Eastern time. Please plan your flights accordingly.

The U.S. EPA Region 3 office is located at:

1650 Arch Street
Philadelphia, PA 19103

<http://www2.epa.gov/aboutepa/visiting-epa-region-3s-offices>

Please note: The training will be held at the U.S. EPA Region 3 office in Philadelphia, Pennsylvania; a block of sleeping rooms is set up at the Philadelphia Club Quarters hotel in Philadelphia, Pennsylvania which is located within walking distance (less than a 10 minute walk) to the U.S. EPA Region 3 office. Local participants can park in the surrounding parking garages if necessary. Parking rates vary per garage.



Philadelphia Club Quarters Hotel

Philadelphia Club Quarters Hotel
1628 Chestnut Street
Philadelphia, Pennsylvania 19103
Phone: (215) 282-5000

For additional information about Philadelphia Club Quarters hotel, please visit <http://clubquartershotels.com/philadelphia>.

Sleeping Room Reservations

A block of rooms has been reserved at the Philadelphia Club Quarters hotel in Philadelphia, Pennsylvania. The lodging rate is the prevailing government rate of \$168 per night plus 15.5 percent sales tax. Reservations need to be made before **Saturday, May 21, 2016**, to receive the government rate.

The rate includes one breakfast voucher and complimentary internet in the guest rooms.

To make your sleeping room reservation, please call the hotel at (203) 905-2100 and ask for the “**US Environmental Protection Agency**” room block and refer to group code **EPA016**. To reserve your room online, please visit <https://qc.synxis.com/clubquartersPHL/June2016>.

You are responsible for cancelling your hotel reservation if you cannot attend. The Philadelphia Club Quarters hotel requires a notice of cancellation by 12:00 p.m. local time, two days before the day of your scheduled arrival. If you fail to provide notice, one night's lodging and tax will be charged to your credit card.

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

What to Pack for the Philadelphia Area

June temperatures range from 65°F at night to 80°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.

Dining

The Philadelphia Club Quarters hotel offers the following dining options:

- ❖ Davio's Northern Italian Steakhouse, featuring pasta, steaks and seafood, is open daily for breakfast, lunch and dinner
- ❖ In-room dining from a number of local restaurants delivered directly to your room

Many other dining options are available within walking distance of the U.S. EPA Region 3 office and the Club Quarters hotel.

Health, Fitness and Recreation

The Philadelphia Club Quarters hotel offers several amenities, including a 24-hour complimentary fitness center which features a variety of cardiovascular and strength-training equipment and complimentary bottled water in all guest rooms.

Travel Information

The Philadelphia area is served by the Philadelphia International Airport (PHL). PHL is located approximately 10 miles from downtown Philadelphia, Pennsylvania. Additional information for PHL is available at www.phl.org.

Philadelphia, Pennsylvania is located in the Eastern Time Zone.

Ground Transportation

Lady Liberty Transportation provides shuttle service to and from PHL to the hotel for \$10 each way. When you arrive at the airport, go to baggage claim and check in at the Lady Liberty shuttle service desk. You do not need to make advanced reservations from the airport. To arrange for pick up from the hotel, call (215) 724-8888. For more information, visit www.ladylibertyshuttle.com.

The SEPTA Regional Rail "R-1train" runs from the airport to center city Philadelphia. Take any R-1 train and get off at the Suburban Station stop (16th and JFK Boulevard). Fare is about \$5 which you can pay on the train. Exit the train and go up to the concourse level. Walk through the concourse to exit onto 17th Street. Head south on 17th Street towards Market Street. Continue south to Chestnut Street. The hotel is located at 17th and Chestnut Street and will be on your right (approximately 4 blocks).

From Philadelphia Amtrak 30th Street Station: Philadelphia's historic train station is located about 1 mile (20 minutes walking) from the Philadelphia Club Quarters Hotel. Taxi fare to and from the hotel and the 30th Street Station is approximately \$7. Walking directions:

- ❖ Proceed to JFK Parkway and walk toward the city until you reach 17th Street.
- ❖ Turn right on 17th Street and walk to Chestnut Street.
- ❖ Turn left on Chestnut Street and the hotel will be on the right.

Taxi fare between PHL and the hotel is approximately \$25 each way, not including gratuity.

Parking is available at the Parkway Garage, located at Liberty Place (16th and Chestnut Streets). The cost is approximately \$5.50 per half hour, and \$24 up to 24 hours. There are no in and out privileges. You may park in any space that is not reserved or roped off. Take the elevator to the Ground level. Exit the elevator and go to your right to exit. This will be the corner of 16th and Chestnut Streets. Turn right toward 17th Street. Club Quarters will be on the south side of the street at 17th Street.

Walking Directions to EPA Region 3 from the Philadelphia Club Quarters Hotel

Approximately 0.3 mile, 10 minutes

- ❖ Head west on Chestnut Street toward South 17th Street
- ❖ Turn right onto South 17th Street
- ❖ Turn right onto Arch Street
- ❖ The EPA will be on the left side of the street at 17th & Arch Street (the EPA building is green-colored glass with a white metal structure)

