

**U.S. Environmental Protection Agency  
Office of Land and Emergency Management  
Training Coordinators Meeting  
October 24 through October 26, 2017**

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### **Schedule of Events**

The Office of Land and Emergency Management (OLEM) Training Coordinators meeting will be held Tuesday, October 24 through Thursday, October 26, 2017 at the EPA Region 3 office in Philadelphia, Pennsylvania. The meeting will begin at 8:30 a.m. Eastern on Tuesday, October 24 and end Thursday, October 26 at 12:00 p.m. Eastern. The meeting will be held in the Allegheny Room, located in the 4<sup>th</sup> floor conference center of the EPA Region 3 office. All participants must enter the EPA Region 3 office through the Arch Street entrance.

The 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 EPA Region 3 office in Philadelphia, Pennsylvania; a block of sleeping rooms is set up at the Embassy Suites by Hilton Philadelphia Center City hotel in Philadelphia, Pennsylvania which is located within walking distance (approximately a 5 minute walk) to the EPA Region 3 office. Local participants can park in the surrounding parking garages if necessary. Parking rates vary per garage.

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### **Embassy Suites by Hilton Philadelphia Center City Hotel**

Embassy Suites by Hilton Philadelphia Center City Hotel  
1776 Benjamin Franklin Parkway  
Philadelphia, Pennsylvania 19103  
Phone: (215) 561-1776

For additional information about Embassy Suites by Hilton Philadelphia Center City hotel, please visit <http://embassysuites3.hilton.com/en/hotels/pennsylvania/embassy-suites-by-hilton-philadelphia>.

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### **Sleeping Room Reservations**

A block of rooms has been reserved at the Embassy Suites by Hilton Philadelphia Center City hotel in Philadelphia, Pennsylvania. The lodging rate is the prevailing government rate of \$188 per night plus sales tax. Reservations need to be made before **Friday, September 22, 2017**, to receive the government rate.

To make your sleeping room reservation, please call the hotel at (215) 561-1776 and ask for the “**EPA OLEM**” room block with group code “EP4.”

To reserve your sleeping room online, please visit the following link:

[http://embassysuites.hilton.com/en/es/groups/personalized/P/PHLDTES-EP4-20171023/index.ihtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/P/PHLDTES-EP4-20171023/index.ihtml?WT.mc_id=POG).

Included in the room rate is complimentary breakfast and evening receptions.

You are responsible for cancelling your hotel reservation if you cannot attend. The Embassy Suites hotel requires a notice of cancellation 72 hours prior to 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 4:00 p.m. and check-out time is at 11:00 a.m.

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### **What to Pack for the Philadelphia Area**

October temperatures range from 50°F at night to 65°F during the day. Please be advised that the temperatures in the meeting room do not reflect temperatures outside. Be sure to pack a jacket or sweater to wear while you attend the meeting. You are advised to also check the local forecast a few days before arriving.

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## Health, Fitness and Recreation

The Embassy Suites hotel offers several amenities, including a 24-hour complimentary fitness center which features a variety of cardiovascular and strength-training equipment.

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## Dining

There are many restaurants near the Embassy Suites by Hilton Philadelphia Center City hotel offering a variety of options including London Grill, TGI Fridays and Rose Tattoo. Many other dining options are available within walking distance of the EPA Region 3 office and the Embassy Suites hotel.

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## Travel Information

The Philadelphia area is served by the Philadelphia International Airport (PHL). PHL is located approximately 10 miles from the Embassy Suites hotel. Additional information for PHL is available at [www.phl.org](http://www.phl.org). For participants coming from Boston, NY, or DC, Amtrak is probably the easiest form of transportation. Philly's main station (30<sup>th</sup> Street Station) is about 1.5 miles from the hotel.

Philadelphia, Pennsylvania is located in the Eastern Time Zone.

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## Ground Transportation

For information on shuttle and taxi service from PHL to the Embassy Suites, please visit <http://www.phl.org/Pages/Passengerinfo/TransportationServices/taxi.aspx>.

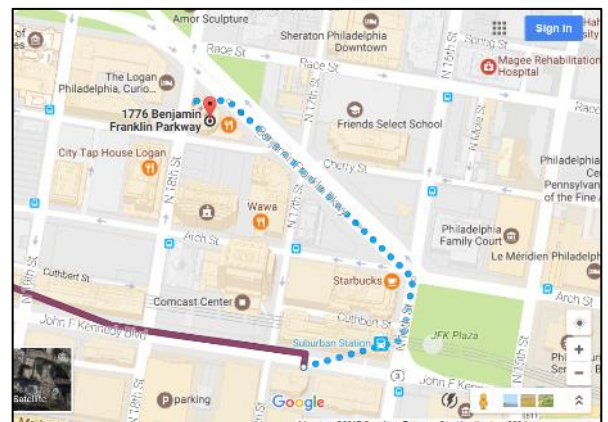
The **SEPTA Regional Rail "R-1train"** runs from the airport to center city Philadelphia. Take any R-1 train and get off at the Suburban Station stop (16<sup>th</sup> and JFK Boulevard). Fare is about \$5 which you can pay on the train. Exit the train and go up to the concourse level. Walk through the concourse to exit onto 16<sup>th</sup> Street. Head northeast on 16<sup>th</sup> Street toward Arch Street and turn left onto Benjamin Franklin Parkway. The Embassy Suites will be on your left after passing Cherry Street.

**From Philadelphia Amtrak 30<sup>th</sup> Street Station:** Philadelphia's historic train station is located about 1 mile (20 minutes walking) from the Embassy Suites hotel. Taxi fare to and from the hotel and the 30<sup>th</sup> Street Station is approximately \$10. Walking directions:

- ❖ Head east on Market Street toward Schuylkill Avenue.
- ❖ Turn left onto North 18<sup>th</sup> Street.
- ❖ Turn right onto Cherry Street and the Embassy Suites will be on your left after you cross Cherry Street.

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

Valet parking is available for \$53 per day with in and out privileges.



## Walking Directions to EPA Region 3 from the Embassy Suites Hotel Approximately 0.2 miles, 5 minutes

- ❖ Head east on Cherry Street toward Benjamin Franklin Parkway
- ❖ Turn right onto Benjamin Franklin Parkway
- ❖ Turn right onto North 17<sup>th</sup> Street
- ❖ The EPA entrance will be on the left-hand side of 17<sup>th</sup> street, just past Arch Street (the EPA building is green-colored glass with a white metal structure).

