



**U.S. Environmental Protection Agency
Office of Land and Emergency Management
Human Health Regional Risk Assessors' Forum and
Ecological Risk Assessors' Forum Training Programs
May 12 through May 14, 2020**

Schedule of Events

The Office of Land and Emergency Management (OLEM) Human Health Regional Risk Assessors' Forum (OHHRRAF) and Ecological Risk Assessors' Forum (ERAF) training programs will be held Tuesday, May 12 through Thursday, May 14, 2020 at the EPA Region 5 office in Chicago, IL. The training will be held in the Lake Huron and Lake Superior rooms, located in the 12th floor conference center, on Tuesday and Thursday. On Wednesday, the training will be held in the Lake Michigan room, also located in the 12th floor conference center.

The EPA Region 5 office is located at:
77 West Jackson Boulevard
Chicago, Illinois 60604

Additional information about EPA Region 5 can be found by visiting <https://www.epa.gov/aboutepa/epa-region-5>.

Please note: The training will be held at the EPA Region 5 office; a sleeping room block has been established at the Palmer House Hilton, which is located approximately 0.4 miles from the EPA Region 5 office.

Important Information about Lodging and Attending the Training

EPA Headquarters will be covering the lodging for approved EPA regional human health and ecological risk assessor attendees through a Master Account with the hotel. For EPA Headquarters to cover lodging, those approved regional human health and ecological risk assessors must stay at the Palmer House. If an attendee designated for the EPA Master Account selects to stay at another hotel, your program and or regional office is responsible for covering your lodging expenses.

For those EPA participants traveling to attend the training, you will need to include a copy of an EPA's Office of Human Resources (OHR) approval SF-182 memo that approves the use of training account codes to cover lodging and per diem expenses for the upcoming training program in your travel orders or travel vouchers in Concur. Please work with your regional training coordinator to complete an SF-182 training form, or a copy of a group SF-182 training form for your region as an attachment in your travel orders or voucher. An SF-182 training form must be submitted to your regional training office and approved by the training office prior to travel.

Each traveling EPA participant will also have to enter a project code into your travel authorization/voucher. The specific project code is not yet available but will be provided as soon as possible. The specific project code is entered in the Site Project field in the Accounting section of Concur.

The Palmer House Hilton Hotel

The Palmer House Hilton Hotel
17 East Monroe Street
Chicago, Illinois 60603
Phone: (312) 726-7500

<https://www3.hilton.com/palmer-house-a-hilton-hotel>

A block of rooms is being held at the Palmer House Hilton hotel in Chicago, Illinois. **The lodging rate is the prevailing federal government rate of \$218 per night plus 17.40% sales tax.**

Reservations need to be made before **Friday, April 10, 2020**, to receive the government rate. Included in the room rate is complimentary wireless internet in your sleeping room and complimentary breakfast in the hotel restaurant daily.

To reserve your room by telephone, please call the hotel directly at (312) 726-7500 and ask for the **Environmental Protection Agency Room Block**. To reserve online, please visit the following link: <https://book.passkey.com/event/49970118/owner/1455/home>. Even if your lodging is being covered by the EPA Master Account, you still need to provide a credit card when making your reservation to guarantee the room and cover any incidental charges incurred during your stay.

You are responsible for cancelling your hotel reservation if you cannot attend. **The Palmer House 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 3:00 p.m., and check-out time is at 11:00 a.m.

What to Pack for the Chicago Area

Temperatures range from 60°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 Palmer House offers the following dining options:

- ❖ Lockwood Restaurant and Bar, serving breakfast, lunch and dinner, is open daily with open seating for dinner
- ❖ Potter's Chicago Burger Bar, open daily starting at 11:00 a.m., serves a variety of hamburgers.

The Palmer House also offers in-room dining from 5:00 p.m. to 10:00 p.m., with late night menus available Sunday through Thursday between 10:00 p.m. and 11:00 p.m. and Friday and Saturday between 10:00 p.m. to 12:00 a.m. The Palmer House is in downtown Chicago, steps away from numerous dining options.

Health, Fitness and Recreation

The Palmer House offers a fitness center with treadmills, ellipticals, free weights and stationary bikes.

Travel Information

The Chicago area is served by the Chicago O'Hare International Airport (ORD) and the Midway International Airport (MDW). ORD is located approximately 18 miles from downtown Chicago. MDW is located approximately 12 miles from downtown Chicago.

Additional information about both airports is available at <http://www.flychicago.com>.

Chicago, Illinois is in the Central Time Zone.

Ground Transportation

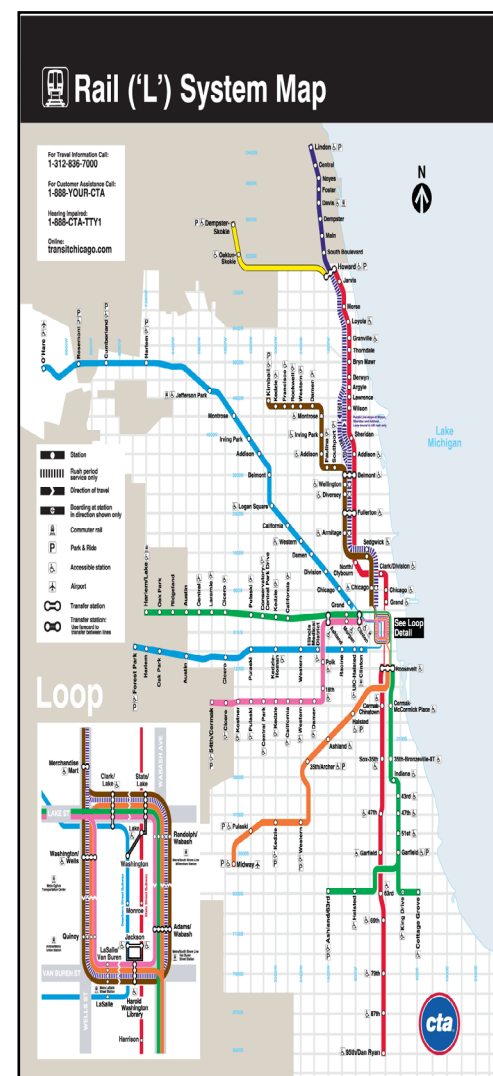
The Chicago "L" train provides access to downtown Chicago from both airports. Trains leave ORD every 15 minutes and the ride is approximately 45 minutes each way. Trains leave MDW every 15 minutes and the ride is approximately 35 minutes each way. Fares are \$2.50 one way (except from ORD which is \$5 one way). The Orange Line "L" from MDW operates Monday through Friday, 3:30 a.m. to 1:05 a.m., Saturdays from 4:00 a.m. to 1:05 a.m., and Sunday and holidays, 4:30 a.m. to 1:05 a.m. The Blue Line "L" from ORD operates 24 hours a day. Additional information about the Chicago "L" is available at <http://www.transitchicago.com>.

Directions from ORD to the Palmer House using the Blue Line "L":

- ❖ At ORD, follow signs for CTA Trains to City.
- ❖ Board the Blue Line "L" toward Forest Park. The Blue Line is the only train in operation at ORD.
- ❖ Exit at the Monroe/Dearborn stop (this stop is less than one block from the hotel).
- ❖ From the Monroe/Dearborn stop, walk east on Monroe Street; the Palmer House will be on the south side of the street.

Directions from MDW to Palmer House using the Orange Line "L":

- ❖ At MDW, follow signs for CTA Trains to City.
 - ❖ Board the Orange Line "L" toward the Loop. The Orange Line is the only train in operation at MDW.
 - ❖ Exit at the Adams/Wabash stop (this stop is about one block from the hotel).
 - ❖ Exit the stop and head north on Wabash Avenue; the Palmer House will be on the west side of Wabash Avenue.
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Ground Transportation (continued)

Shared Shuttle Service: Go Airport Express provides Shuttle Service between ORD and MDW to most Chicago hotels. Fares from ORD to the Palmer House are about \$33 one way, not including gratuity. Fares from MDW to the Palmer House are about \$26 one way, not including gratuity. Additional information is available at http://www.airportexpress.com/service_to_from_hotels.

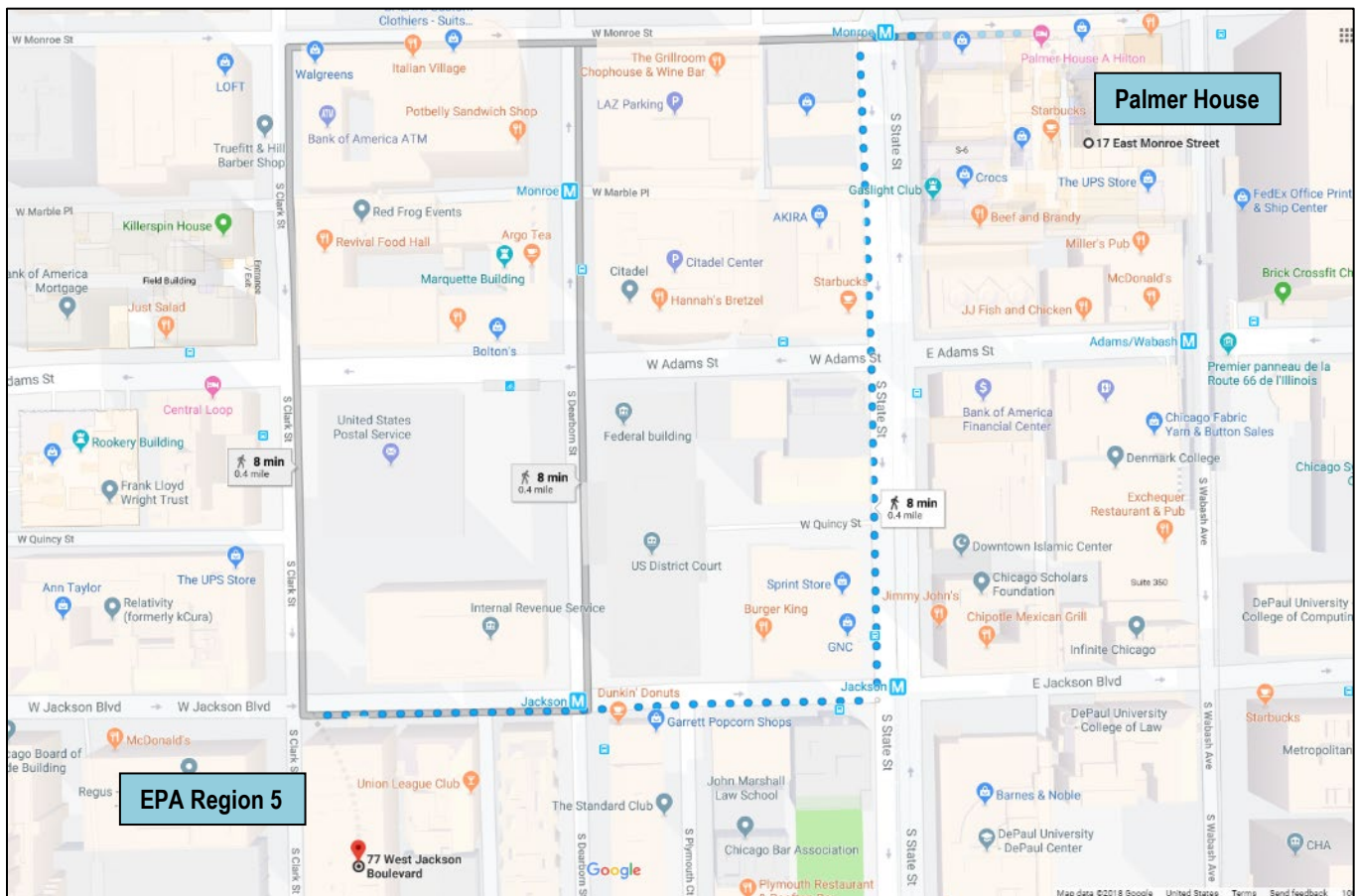
Shared Ride Service: Uber and Lyft offer transportation to and from both airports to the Palmer House Hilton hotel. Rides from ORD to the Palmer House are between \$40 to \$48 one way, not including gratuity. Rides from MDW to the Palmer House are between \$25 to \$35 one way, not including gratuity.

Taxi: Taxi fare between ORD and the hotel is approximately \$65 one way, not including gratuity. Taxi fare between MDW and the hotel is approximately \$40 one way, not including gratuity.

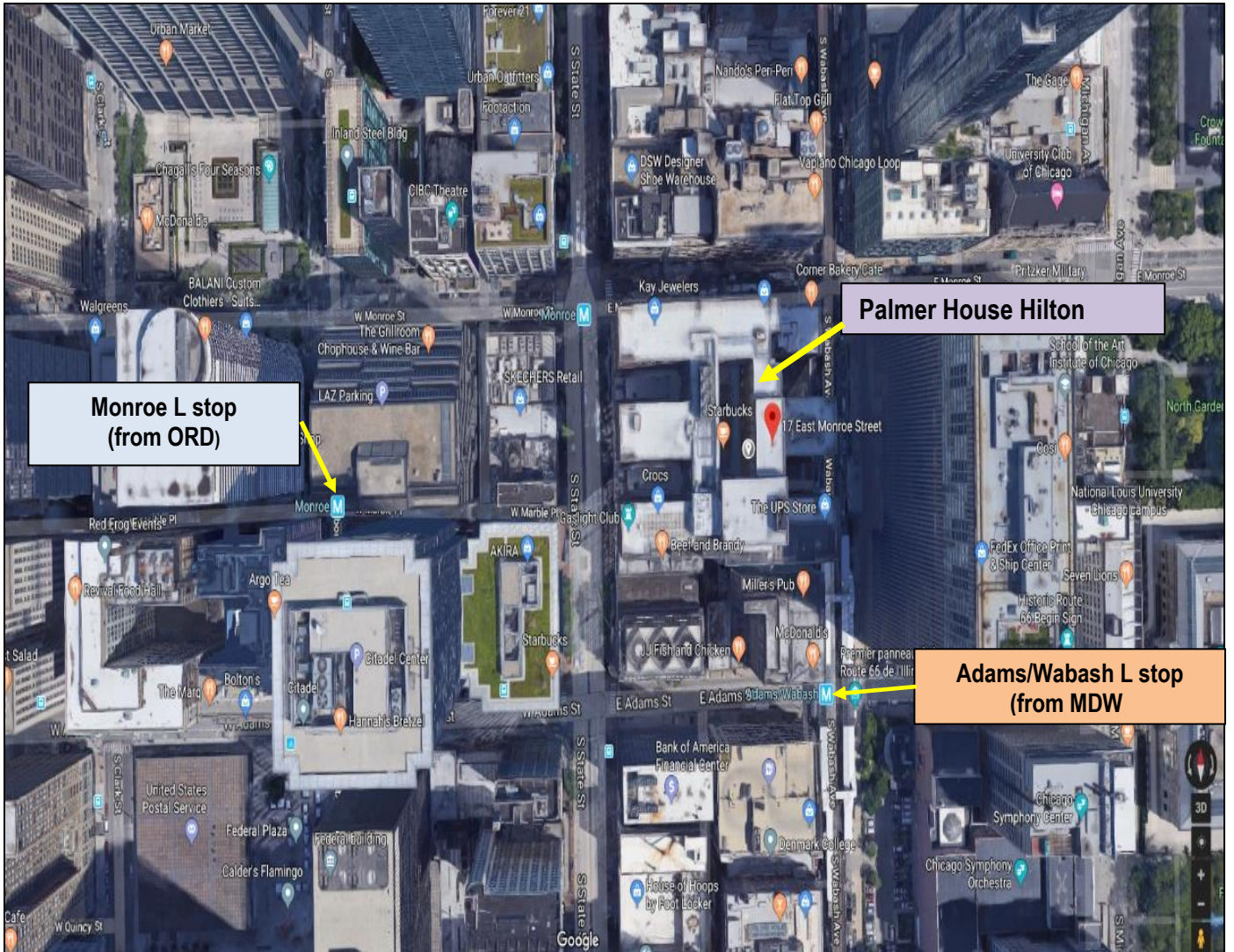
Parking: The Palmer House offers self-parking at the hotel for \$47 per day, as well as self-parking located at the 55 East Monroe Garage, for \$46 per day. Valet parking is available at the hotel for \$82 per day.

Walking Directions to the EPA Region 5 Office from the Palmer House (approximately 0.4 miles or 10 minutes)

- ❖ Head west on East Monroe Street toward South State Street
- ❖ Turn left onto South State Street
- ❖ Turn right onto West Jackson Boulevard
- ❖ Walk about two blocks and EPA Region 5 will be on your left at the southeast corner of South Clark Street and West Jackson Boulevard



The Palmer House Hilton Hotel



Chicago "L" Train System Map

