



TRAVEL AND LODGING INFORMATION

Schedule of Events

The National Association of Remedial Project Managers (NARPM) Training Program is planned for Monday, August 26 through Friday, August 30, 2019, at the Palmer House Hilton hotel in Chicago, Illinois. The Federal Facilities Technical Support Project (TSP) Forum and the Contaminated Sediment Forum will hold their business meetings in conjunction with the 26th NARPM Training Program.

Daily plenary sessions will be held during the NARPM Training Program beginning on Monday, August 26, 2019 at 8:00 a.m. The Welcome Plenary Session will be held on Tuesday, August 27, 2019 from 8:00 a.m. to 10:00 a.m.

The NARPM Training Program offers training sessions beginning on Monday, August 26, 2019, at 8:45 a.m. and ending on Friday, August 30, 2019, at 12:00 p.m.

One all-hands training session, focusing on reuse and redevelopment at Superfund sites, will be held on Tuesday morning, August 27, 2019 beginning at 10:15 a.m. and ending at 12:00 p.m.

Onsite check-in for the NARPM Training Program and the business meetings will be available on Sunday, August 25, 2019, from 2:00 p.m. to 6:00 p.m. at the Palmer House Hilton hotel. Onsite check-in will continue Monday, August 26, 2019, at 7:00 a.m.

Important Information about Lodging and Attending NARPM

All EPA staff whose lodging is covered by the EPA Master Account must stay at the Palmer House Hilton hotel in order for EPA Headquarters to cover your lodging. If an attendee designated for the EPA Master Account selects to stay at another hotel, your program and/or regional office will be responsible for covering your lodging expenses. EPA staff whose lodging is covered by the EPA Master Account includes EPA Superfund RPMs, EPA pre-approved Headquarters attendees and EPA pre-approved designated instructors.

The available nights that EPA Headquarters pays for EPA Superfund RPMs', EPA pre-approved Headquarters attendees and EPA pre-approved designated instructors' lodging on the Master Account are based on the individual's schedule of courses from the night of Sunday, August 25 through the night of Thursday, August 29, 2019.

- ❖ For those participating in Monday morning and afternoon courses, Sunday night is covered.
- ❖ Friday, August 30, 2019, should be considered the travel day to return home for all participants. Friday morning courses are scheduled from 8:45 a.m. to 12:00 p.m., allowing adequate time for participants to plan travel home on Friday afternoon.
- ❖ EPA Headquarters reviews each individual's schedule to confirm that the appropriate nights are covered.
- ❖ Participants are expected to participate in a full day of training each day in order for EPA Headquarters to cover your lodging. Attendance will be taken at the beginning and end of each course and will be reviewed by EPA Headquarters.

If you need to stay Friday night because of limited flight schedules or onsite responsibilities, and depart on Saturday, August 31, you must notify Gary Turner, EPA OSRTI, via email (turner.gary@epa.gov), no later than Wednesday, July 10, 2019 if you are requesting that EPA Headquarters cover your Friday night stay. Please label the subject of your email **NARPM Friday Night Stay**. You will be notified by July 12, 2019 if your Friday night stay is approved.

EPA Participants Only: For those EPA participants traveling to attend the NARPM Training Program, you will need to download the EPA's Office of Human Resources (OHR) memo that approves the use of training account codes to cover lodging and per diem expenses for the upcoming training program. When submitting your travel orders and travel vouchers in Concur, please remember to include the OHR memo in the receipts section and make sure to have your regional training coordinator complete an SF-182 to include as an attachment. The OHR memo will be available for download on the training program website as soon as it is available.

Also visit the Travel and Lodging section of the NARPM website to find information on completing your travel authorization/voucher for NARPM, entering the site-specific project code into your travel authorization/voucher and completing an SF-182 for your region or program office. **The project code for the 2019 NARPM Training Program is MM757202.**

Palmer House Hilton Hotel

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

For additional information about the Palmer House Hilton hotel, visit: <https://www3.hilton.com/palmer-house-a-hilton-hotel>.

Sleeping Room Reservations

A block of sleeping rooms is being held at the Palmer House Hilton hotel for participants to make their sleeping room reservations. **The extended deadline to reserve your sleeping room is Wednesday, August 7, 2019 by 4:00 p.m. Central Time.**

The lodging rate is \$131 per night plus 17.40 percent tax. Included in the room rate is complimentary internet access in your room.

To make your sleeping room reservation at the Palmer House Hilton hotel, please call the hotel directly at (312) 726-7500 and request the "EPA NARPM 2019" room block. To make your reservation online, please visit the following link:

<https://book.passkey.com/event/49829031/owner/1455/home>.

Reservations at the Palmer House must be confirmed with a credit card. Even if your lodging is paid for under EPA's Master Account, you are still responsible for covering incidental charges and guaranteeing your arrival with your credit card. If you have questions about payment for your stay when you check-in, contact Mr. Gary Turner, EPA Office of Superfund Remediation and Technology Innovation on site or by email at turner.gary@epa.gov.

You are responsible for cancelling your hotel reservation if you cannot attend. **The Palmer House requires a notice of cancellation 48 hours prior to the day of your scheduled arrival.** If you fail to provide notice, one night's lodging and all applicable taxes will be charged to your credit card.

Hotel check-in begins after 3:00 p.m., and check-out time is 11:00 a.m.

Hotel Amenities and Features

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.
- ❖ Complimentary fitness center available 24 hours with free weights, cardio workout machines and treadmills.
- ❖ Complimentary high-speed wireless internet access in all guest rooms.

What to Pack for the Chicago Area

Average temperatures for the Chicago area in August range from 65°F at night to 80°F during the day. Please be advised that temperatures in the hotel do not reflect temperatures outside. Be sure to pack a light jacket or sweater to wear while you attend classes and sessions.

Getting to Chicago, Illinois

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 <https://www.flychicago.com/>.

Chicago, Illinois is in the Central Time Zone.

Ground Transportation

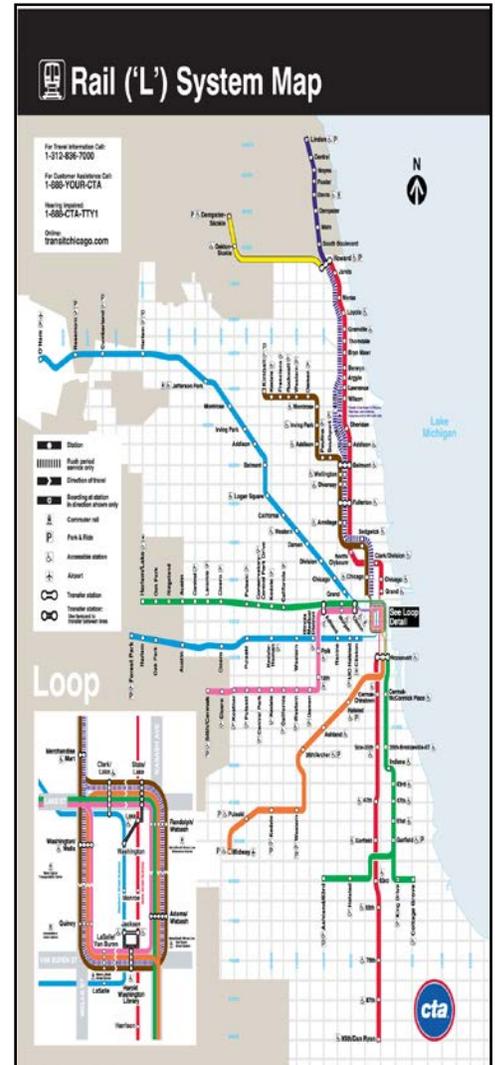
Public Transportation: The Chicago “L” train provides access to downtown Chicago from both airports. Trains leave ORD every 15 minutes and the ride is approximately 45 minutes each way. Trains leave MDW every 15 minutes and the ride is approximately 35 minutes each way. Fares are \$2.50 one way (except 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.



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 fare: Taxi fare between ORD and the hotel is approximately \$35 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 \$84 per day.

For More Information

If you have questions or require special assistance, contact ICF by email at jodi.mccarty@icf.com or by telephone at (703) 251-0347.

Palmer House Hilton Hotel

