

Memorandum

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To: Participants
From: Moanna St. Clair
cc: Robert F. Anderson
Date: August 2, 2011
Re: US GEOTRACES Pacific Workshop - meeting/travel
logistics

Dear Participants,

Please find attached the detailed memo (which will be posted on the web site tomorrow) regarding the meeting and travel logistics for the U.S. GEOTRACES Pacific Workshop to be held in La Jolla, CA on September 12, 13 and 14.

Please be aware that

1. Each participant must reserve their own accommodations BEFORE the *19 August *deadline,
2. Each participant must make their own travel reservations (plane, train, etc.), and
3. Each participant will receive financial support for his or her travel, but the Project Office cannot guarantee full reimbursement. Additional information about travel subsidies will be provided within a week.

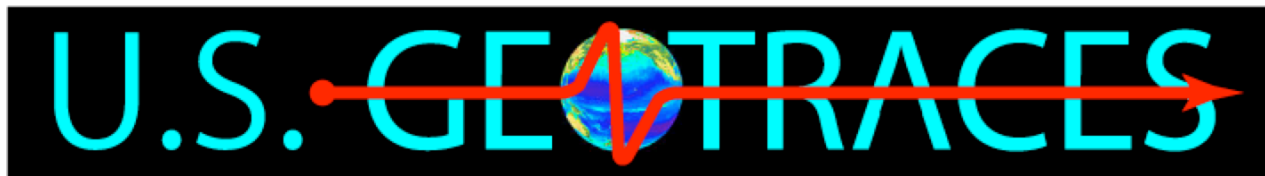
Also attached is the current participants list.

You may contact me directly if you require clarification or assistance.

Regards, Moanna

Moanna St. Clair, GEOTRACES Project Office Coordinator

This email transmission has been approved by the GEOTRACES Planning Committee for dissemination to interested parties of the GEOTRACES program. Please contact geotraces@ldeo.columbia.edu if you have received this email in error and would like to be removed from the GEOTRACES email alias or are having problems deciphering this message.



PACIFIC WORKSHOP

12 – 14 September 2011 / La Jolla, California

Dear Participants,

The US GEOTRACES Pacific Workshop will be held on the 12th, 13th and 14th of September 2011 in La Jolla, California and is less than six weeks away. This correspondence is regarding travel logistics to help you plan your travel.

ACCOMMODATIONS/LOCATION OF MEETING

Due to the number of expected participants, the meeting will be held at the Sheraton La Jolla Hotel.

The hotel's contact information is:

Sheraton La Jolla Hotel

3299 Holiday Court, La Jolla, CA 92037 / T: 858-453-5500 / F: 858-453-9909

URL: <http://www.sheratonlajolla.com/>

Check-in: after 3:00 PM on arrival day / Check-out: before 12 N on departure day

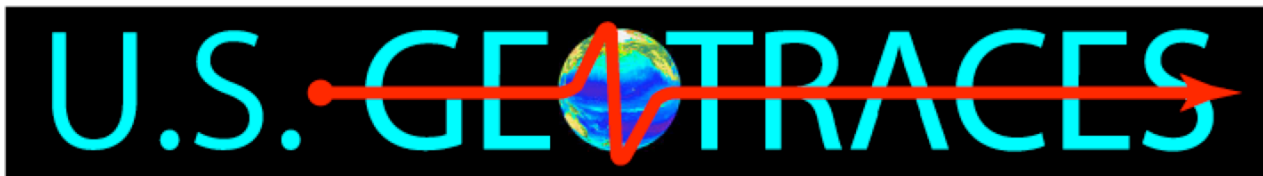
Hotel Reservations

The US GEOTRACES Project Office has been invoiced for the cost of the hotel rooms and tax. Since you are however responsible for any incidental charges (which may be submitted for reimbursement after the meeting), the hotel will request credit card information from you to hold your reservation. Your card will not be charged until after you check out and you may change the credit card between now and your check-out date.

Reservations can be made either by telephone or online:

1. Telephone: call **Sheraton Reservations** at **+1.888.627.8445** and reference **U.S. GEOTRACES** to be billed to the U.S. GEOTRACES account.
2. Online: Please use the online reservation in order to place your reservation; the link is <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1108021395&key=1A492>

Although not mandatory, participants are encouraged to help keep meeting costs low by sharing a room with a friend (see attached list of participants). Bob Anderson will thank those who share a room with a round of drinks; location and time of this gathering will be



PACIFIC WORKSHOP

12 – 14 September 2011 / La Jolla, California

announced. To indicate that you are sharing a room, when placing your online reservation, please choose a room with 2 Queen beds; group rate is for Single or Double occupancy.

Deadline

The deadline to secure your hotel reservation is **Friday, 19 August 2011**. *Your room is not guaranteed after this date and you will be responsible for your own room charges if you reserve after this date.*

Maximum Lodging Limit

The **maximum lodging limit is \$122.73 per night (inclusive of tax)**. The U.S. GEOTRACES Project Office cannot reimburse you beyond this amount if you choose to be responsible for your own accommodations at another hotel.

Early Departure Fees:

In the event that you have requested a room within the U.S. GEOTRACES block and decide to check out prior to your reserved checkout date, the Sheraton La Jolla Hotel will add **an early checkout fee of \$75.00** to your individual account. If you wish to avoid an early checkout fee, please advise the Sheraton La Jolla Hotel at, or before check-in of any change in your planned length of stay. The Sheraton La Jolla Hotel will also inform you of this potential charge upon check in. **The Project Office will reimburse the cost of this fee only if it is imposed due to cancellations or changes in travel arrangements required for business needs. This fee will be approved for reimbursement with your attached justification.**

Ground Transportation

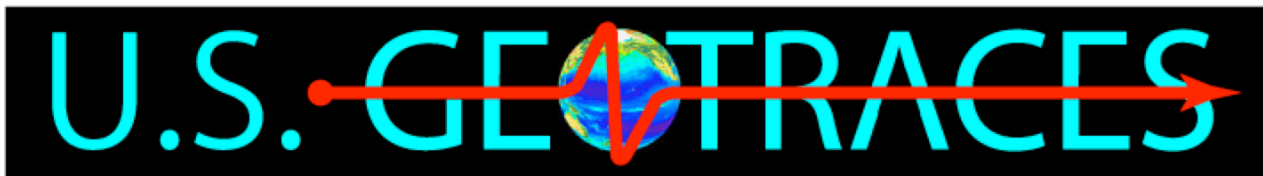
There are various ground transportation options available from San Diego International Airport to the hotel. The hotel suggests:

SuperShuttle = ~\$20 each way

Taxi = ~\$30-\$35 each way

Additional ground transportation options are available on the airport web site:

<http://www.san.org/sdia/transportation/default.aspx>



PACIFIC WORKSHOP

12 – 14 September 2011 / La Jolla, California

Parking

The Sheraton La Jolla Hotel's parking fees are

0 - 6 hours =	\$5.00
6 hours-overnight =	\$10.00

Event Agenda

The meeting will be three FULL days at the hotel. A detailed meeting agenda is forthcoming soon. Although not yet confirmed, the start and end times for each day will more than likely be the same:

7:30 AM – 8:30 AM Breakfast / the University Room

8:30 AM – 5:30 PM General Session / the Executive Room

TRAVEL REIMBURSEMENT

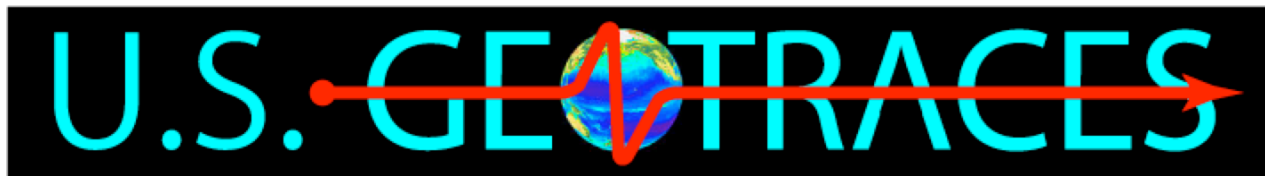
A travel subsidy will be offered to each participant. Bob Anderson will forward information regarding the amount(s) dependent on distance travel prior to the meeting.

Forms and Instructions

Instructions on how to submit a travel reimbursement along with the required forms are available on the U.S. GEOTRACES web site. Please go to the following link for details:

<http://www.usgeotraces.org/html/travelinfo.html>

Please send your completed forms along with receipts directly to me. Although emailed or faxed versions of your request are accepted in order to expedite the process, the original receipts should be mailed to my attention (see signature line below). Columbia/Lamont-Doherty Earth Observatory requires the originals for auditing purposes.



PACIFIC WORKSHOP

12 – 14 September 2011 / La Jolla, California

Airfare

If you will be arriving from outside the U.S., please note that you must use an American carrier in order to receive reimbursement. Code shared flights must have the name and flight number of the American carrier on the ticket. For example, code shared flights between United Airlines and TAP Portugal must be listed on the flight itinerary as

United – Flight g600 / Operated by TAP Portugal

And NOT as

TAP Portugal – Flight 104 / Operated by United

The former is reimbursable; the latter is not.

You may request reimbursement for airfare prior to the meeting.

You are welcome to direct all questions regarding meeting and travel logistics to my attention.

Regards,

Moanna

Pacific Planning Meeting @ SIO/UCSD, September 12 - 14, 2011

NO.	SURNAME	FIRSTNAME	AFFILIATION	EMAIL	ATTENDING	LOCAL
1	Brenner	Elizabeth	Scripps Institution of Oceanography	ebrenner@ucsd.edu	Part-time	X
2	Dufour	Rose	Scripps Institution of Oceanography	rdufour@ucsd.edu	Part-time	X
3	Sutherland	Woody	Scripps Institution of Oceanography/UC San Diego	woodys@ucsd.edu	Part-time	X
4	Swift	James	Scripps Institution of Oceanography/UC San Diego	jswift@mail.ucsd.edu>	Part-time	X
5	Barbeau	Kathy	Scripps Institution of Oceanography/UC San Diego	kbarbeau@ucsd.edu	Yes	X
6	Charles	Christopher	Scripps Institution of Oceanography	ccharles@ucsd.edu	Yes	X
7	Dickson	Andrew	Scripps Institution of Oceanography/UC San Diego	adickson@ucsd.edu	Yes	X
8	Buck	Clifton	University of California Santa Cruz	cliftonsuck@gmail.com	Maybe	
9	Maiti	Kanchan	Louisiana State University	kmaiti@lsu.edu	Maybe	
10	Moran	Bradley	University of Rhode Island	moran@gso.uri.edu	Maybe	
11	Winckler	Gisela	Lamont-Doherty Earth Obs. of Columbia University	winckler@ldeo.columbia.edu	Maybe	
14	Aguilar-Islas	Ana	University of Alaska Fairbanks	aaguilar@iarc.uaf.edu	Yes	
15	Altabet	Mark	U Massachusetts Dartmouth	maltabet@umassd.edu	Yes	
16	Anderson	Robert	Lamont-Doherty Earth Obs. of Columbia University	boba@ldeo.columbia.edu	Yes	
17	Baskaran	Mark	Wayne State University	Baskaran@wayne.edu	Yes	
18	Boyle	Ed	Massachusetts Institute of Technology	eaboyle@mit.edu	Yes	
19	Bruland	Kenneth	University of California Santa Cruz	bruland@ucsc.edu	Yes	
20	Brzezinski	Mark	University of California Santa Barbara	mark.brzezinski@lifesci.ucsb.edu	Yes	
21	Buck	Kristen	Bermuda Institute of Ocean Sciences	kristen.buck@bios.edu	Yes	
22	Casciotti	Karen	Stanford University	kcasciot@stanford.edu	Yes	
23	Charette	Matt	Woods Hole Oceanographic Institute	mcharette@whoi.edu	Yes	
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28	Fine	Rana	RSMAS/University of Miami	rfine@rsmas.miami.edu	Yes	
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31	Gallon	Celine	University of California Santa Cruz	gallon@metx.ucsc.edu	Yes	
32	German	Christopher	Woods Hole Oceanographic Institute	cgerman@whoi.edu	Yes	
33	Goldstein	Steve	Lamont-Doherty Earth Obs. of Columbia University	steveg@ldeo.columbia.edu	Yes	
34	Haley	Brian	Oregon State University	bhaley@coas.oregonstate.edu	Yes	
35	Hammerschmidt	Chad	Wright State University	chad.hammerschmidt@wright.edu	Yes	
36	Hammond	Doug	University of Southern California	dhammond@usc.edu	Yes	
37	Jenkins	William	Woods Hole Oceanographic Institute	wjenkins@whoi.edu	Yes	
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40	Kenna	Tim	Lamont-Doherty Earth Obs. of Columbia University	tkenna@ldeo.columbia.edu	Yes	
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43	Letscher	Rob	RSMAS/University of Miami	rlscher@rsmas.miami.edu	Yes	
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45	Moffett	James	University of Southern California	jmoffett@usc.edu	Yes	
46	Moore	J. Keith	University of California Irvine	jkmoore@uci.edu	Yes	
47	Morton	Peter	Florida State University	pmorton@fsu.edu	Yes	
48	Murray	Rick	Boston University	rickm@bu.edu	Yes	
49	Pena	Leo	Lamont-Doherty Earth Obs. of Columbia University	leopoldo@ldeo.columbia.edu	Yes	
50	Resing	Joseph	NOAA-PMEL-JISAO-U. of Washington	Joseph.Resing@noaa.gov	Yes	
51	Rice	Don	National Science Foundation	drice@nsf.gov	Yes	
52	Saito	Mak	Woods Hole Oceanographic Institute	msaito@whoi.edu	Yes	
53	Sedwick	Peter	Old Dominion University	psedwick@odu.edu	Yes	
54	Severmann	Silke	Rutgers University	silke@marine.rutgers.edu	Yes	
55	Sherrell	Robert	Rutgers University	sherrell@marine.rutgers.edu	Yes	
56	Stewart	Gillian	CUNY, Queens College	Gillian.Stewart@qc.cuny.edu	Yes	
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58	Wu	Jingfeng	RSMAS/University of Miami	jwu@rsmas.miami.edu	Yes	