

MEETING ANNOUNCEMENT

IEEE Strategic Planning Committee Meeting 12 – 13 October 2009

Monday, 12 October 2009

- 1pm – 5pm IEEE SPC Meeting – Day One
- 6:30pm – 9pm Offsite Dinner ([SoHo on George](#))

Tuesday, 13 October 2009

- 8am – 5pm IEEE SPC Meeting – Day Two

DEADLINE DATE FOR REGISTRATION: Monday, 21 September 2009

REGISTER HERE: <https://icm3.ieee.org/eventmanager/onlineregistration.asp?eventcode=W4B>

Meeting Location	IEEE Operations Center 445 Hoes Lane Piscataway, NJ 08854-4141 USA Driving directions to IEEE
Hotel Sleeping Room Location	The Heldrich Hotel 10 Livingston Avenue New Brunswick, NJ 08901 USA P: +1 732 729 4670 F: +1 732 729 4672
Sleeping Room Information	<ul style="list-style-type: none">• Room rate: \$179.00 Single/Double Occupancy, excluding applicable sales tax.• Check-in: 4pm Check Out: 12pm
Airport Transportation	Transportation to/from the airport or train station will be provided for those meeting attendees who will require this service. Please be sure to provide us with your complete flight itinerary on your transportation registration form if you wish to utilize this service. A detailed transportation manifest will be provided to you approximately two weeks prior to the meeting, which will include detailed instructions on how to meet your driver as well as pick up times and confirmation numbers.
Local Airports/Taxi Information	Newark Liberty Airport (EWR) Distance 24 MI, 40 minutes Taxi Charge (estimated, one way): USD \$55.00 LaGuardia Airport (LGA) Distance 47 MI, 60 Minutes Taxi Charge (estimated, one way): USD \$115.00 Kennedy International Airport (JFK) Distance 49 MI, 60 minutes Taxi Charge (estimated, one way): USD \$125.00

<p>Train Information</p>	<p>NJ Transit</p> <ul style="list-style-type: none"> • Train transportation to New Brunswick from the Newark Liberty International Airport is available from all terminals. • Upon arrival, proceed to the baggage claim area, collect your luggage, and proceed upstairs to the AirTran Station. • Take the AirTrain to the Newark Airport Station. There is no charge to ride the AirTrain. • Follow signs and cross over the pedestrian bridge to the NJ Transit station. • Follow onscreen instructions to purchase tickets from the ticket machine prior to boarding. <ul style="list-style-type: none"> ○ Select New Brunswick as your destination. ○ Fare is \$12.75 for one way ticket. ○ The tickets are not time specific, so you can wait for the most convenient train. • Insert your ticket into the machine to enter the boarding area of the Newark Airport Station. • Be sure to take the Northeast Corridor line to New Brunswick <ul style="list-style-type: none"> ○ The display board will tell you the appropriate track. You are taking the southbound train towards Trenton. • The trip takes approximately 40 minutes. • Depart at the New Brunswick station. There is a taxi stand immediately next to the station, or the Heldrich is approximately 6 blocks from the station. <p>Return trip</p> <ul style="list-style-type: none"> • Be sure to be on the Northbound side of the tracks, marked "To New York." • Take the Northeast Corridor NJ Transit to the Newark Airport Station. Note that you will need to keep your train ticket after it has been punched by the conductor. You will use this ticket to enter the AirTrain monorail system at the airport for transport to the terminals. • Take the AirTrain to the appropriate terminal. • Follow signs for check-in <p>More detailed instructions can be found here: http://www.njtransit.com/rg/rg_servlet.srv?hdnPageAction=AirportConnectionsTo</p>
<p>Parking Information</p>	<p>The Heldrich provides validated parking and self parking through the New Brunswick Parking Authority in the Morris Street parking deck as well as valet parking. The cost breakdown, as set by the New Brunswick Parking Authority is as outlined below:</p> <p>Morris Street Deck (Self Parking): Daily: \$14.00 per day (up to 24 hours) Hourly: \$1.50 per hour</p> <p>Valet: Daily: \$14.00 per 8 hour basis Overnight: \$24.00 per 24 hour basis</p> <p>NOTE: Valet parking will be charged to the master account. Please make sure to inform valet attendant that you are with IEEE.</p>
<p>IEEE Information</p>	<ul style="list-style-type: none"> • Volunteer Resources Guide • Expense Report (Excel, 42.5 KB) • Travel Policy

<p>IEEE Travel Information</p>	<p>Hours of operation are 8:00 a.m. to 5:30 p.m. Eastern Time, Monday through Friday.</p> <p>IEEE Travel Program Website: http://www.ieee.org/go/travel Email: ieee@worldtravelinc.com Phone: +1 800 TRY IEEE (+1 800 879 4333) in the US and Canada; +1 717 556 1100 elsewhere Please reference IEEE's account 1iV9</p>
<p>Important Information about the TSA Secure Flight Program</p>	<p>Beginning 15 August 2009, all passengers will be required to provide not only their full name, but also date of birth and gender when making airline reservations. This information must match exactly the government-issued identification document the traveler plans to present at airport security checkpoints.</p> <p>In addition to these two documents matching, the name in your frequent flyer program must also match your airline ticket or frequent flyer miles will not be added to your account for your trip.</p> <p>If you haven't already, please take a moment to check your frequent flyer accounts and be sure the name matches exactly your government-issued ID that you use for travel. This includes middle initials, which are frequently used in driver's licenses.</p> <p>Please view this document for more information. (PDF, 4KB)</p>

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