

**TIME AND LOCATION:**

The XXIII Trilateral Committee meeting will be held from April 9-12, 2018 at the National Conservation Training Center (NCTC), 698 Conservation Way, Shepherdstown, West Virginia, 25443-4024 USA.

**ROOM RESERVATIONS:**

A block of rooms has been reserved for our group “The Trilateral Committee”. Participants are responsible for securing lodging via telephone (877) 706-6282 no later than **March 16, 2018**. Accepted methods of payment include check (payable to Aramark), credit card (American Express, Mastercard, and Visa) or cash (USD).

**Check in time:** Any time after 1:00 p.m. at the Entry Auditorium Building

**Check out time:** 12:00 p.m.

**Cancellation:** Reservations must be cancelled no later than 48 hours prior to arrival; otherwise a full charge penalty will be incurred.

<b>LODGING &amp; MEAL PLAN (all inclusive)</b>		
	Single Rate	Double Rate
Deluxe Room	\$137.00	\$87.50
Meals served: Breakfast (6:30-9:00am) Lunch (11:30-1:30pm) Dinner (5:30-7:30pm Mon. thru Sat. / 5:30-9:00pm Sun. Guests arriving after 9:00 may request a box dinner 877-706-6282)		

*Note: Rates include the NCTC meal plan which begins with dinner on the day of check-in and ends with lunch on the day of check-out. In addition, all non-FWS guests will be charged a Facility Sustainability Fee of \$15 per night.*

**TRANSPORTATION FROM AIRPORT:**

**Washington Dulles International (IAD)** is approximately 2 hours away from NCTC.

**Shuttle:** Shuttle Service is available from Washington Dulles International airport and reservations are required. Participants may book reservations in advance via phone (877 706-6282). The **one-time fee of \$100.00USD is charged for one-way or round-trip service and is payable upon checkout**. Please ensure cancellations are made no later than 48 hours prior to the start of the event. If the reservation is not cancelled prior to the deadline, the guest will be charged \$100.00.

<b><i>Sunday (or Monday Federal Holiday) Arrivals:</i></b>	<b><i>Friday Departures:</i></b>
Depart Dulles at 1:00pm/Arrive NCTC at 3:00pm	Depart NCTC at 1:30pm/Arrive Dulles at 3:30pm
Depart Dulles at 4:00pm/Arrive NCTC at 6:00pm Depart Dulles at 7:00pm/Arrive NCTC at 9:00pm	Depart NCTC at 4:30pm/Arrive Dulles at 6:30pm

**Directions to the Shuttle at Dulles:** Main terminal follow the signs to baggage pickup and proceed to the appropriate baggage carousel to claim your luggage. Once you have claimed your luggage, proceed to the airport exit **directly across from luggage carousels 2&3, proceed up the exit ramp**

**and through Door#7** to the shuttle pick up location. Transportation will be provided by Reston Limousine Service, "USFWS/NCTC" Shuttle. **Passengers must present picture identification to board the shuttle.**

**Rental Car:** Rentals are available at the airport through the following companies:  
Alamo - 1800 462-5266    Avis - 1800 331-1212    Budget - 1800 527-0700  
Dollar - 1800 800-4000    Enterprise - 1800 736-8222    Hertz – 1800 654-3131  
National - 1800 277-7368    Thrifty – 1800 367-2277

**Driving Directions:** Contact the NCTC Registration Department at (877) 706-6282 for maps and directions; the documents are also available online ([www.trilat.org](http://www.trilat.org)). Parking passes will be issued at the Front Desk upon check-in and must be displayed in your vehicle.

**PREREGISTRATION OF PARTICIPANTS ON THE WEBSITE:**

In addition to making hotel reservations, participants must also register for the Trilateral Committee meeting. If you have not registered, please do so as soon as possible via the following website:

- [www.trilat.org](http://www.trilat.org)
- Select the “2018 Annual Meeting” link
- Select the “Meeting Registration Form” link
- Complete the form and submit it by email to Valencia Richardson ([valencia\\_richardson@fws.gov](mailto:valencia_richardson@fws.gov)) **no later than March 8, 2018.**

**PARTICIPANTS’ REGISTRATION ON-SITE:**

Participants will complete the registration process upon arrival (e.g. obtain ID badges and information kits). Registration will take place on Sunday April 8<sup>th</sup> (3:00p.m. - 9:00pm) Monday, April 9<sup>th</sup> (8:00 a.m. - 12:00pm) at the Entry Auditorium Building in the designated area.

**DRESS CODE:**

Casual business attire and comfortable walking shoes are recommended.

**WEATER UPDATES:**

Updates for the weather in Shepherdstown can be found [here](#)

**QUERIES:**

Should you require further information with respect to the Trilateral Committee annual meeting, please contact:

CANADA Coral deShield/CWS Tel: (819) 983-3965 Email: <a href="mailto:coral.deshield@canada.ca">coral.deshield@canada.ca</a>	MEXICO Leonel Urbano, SEMARNAT Tel: (011) 5255-5624 Email: <a href="mailto:Lurbano@semarnat.gob.mx">Lurbano@semarnat.gob.mx</a>	UNITED STATES OF AMERICA Valencia Richardson, USFWS Tel:(703) 358-2212 Email: <a href="mailto:Valencia_Richardson@fws.gov">Valencia_Richardson@fws.gov</a>
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**DOCUMENTATION:**

Agendas, Schedule of Events and other documentation will be available prior to the meeting on the Trilateral Committee website at [www.trilat.org](http://www.trilat.org) . Materials will also be sent through the respective representatives of the Trilateral Coordinating Committee. It is important to consider that it is the responsibility of each participant to print his/her materials in advance and bring them to the meeting.