

**XVII Annual Trilateral Committee Meeting
Santa Fe, New Mexico**

TIME AND LOCATION:

The XVII Trilateral Committee meeting will be held from May 14 -18, 2012 at the Hotel Santa Fe, 1501 Paseo de Peralta, Santa Fe, New Mexico. Telephone: 1(800) 825-9876
Fax: (505)984-2211

ROOM RESERVATIONS:

A block of rooms has been reserved for our group. Participants are responsible for securing lodging via telephone (1- 800-825-9876), email (stay@hotelsantafe.com) or fax (505 984-2211). To secure the special rate, please reference **Booking #10B4KV (U.S. Fish and Wildlife Service Trilateral Committee Meeting)**

Please note hotel reservations must be made no later than **April 13, 2012**. Otherwise, we cannot guarantee that rooms will be available at this hotel and accommodations may have to be made off-site. Hotel Santa Fe accepts the following methods of payment: check, money order, credit card (American Express/Optimum, Master Card, Visa, Discover, Carte Blanche and Diners Club).

LODGING (subject to 15.18% taxes)		
	Single Rate	Double Rate
Deluxe Rooms	\$83.00	\$83.00

Note: Participants will be charged a deposit (1 night's room & tax) at the time of booking to confirm the reservation.

Check in time: Any time after 4:00 p.m.

Check out time: 12:00 p.m.

Cancellation: If you wish to cancel your reservation, please do so no later than **48 hours prior to arrival**, otherwise you will be charged a fee equivalent to a full night's stay plus tax.

Early Departure or "No-show": In the event of an early departure or failure to show, you will be charged a fee equivalent to a full night's stay plus tax.

MEALS

The hotel will provide buffet breakfast, buffet lunch, and Closing Dinner for all participants. The cost is based upon government per diem and each participant will be charged accordingly. Each participant is free to explore options for dinner, as it is NOT included every day.

MEAL PLAN (includes taxes)		
Tuesday, May 15, 2012	Breakfast & Lunch	\$36.00
Wednesday, May 16, 2012	Breakfast & Lunch	\$36.00
Thursday, May 17, 2012	Breakfast, Lunch & Closing Dinner	\$71.00
Friday, May 18, 2012	Breakfast	\$12.00
	Breakfast & Field Trip Box	\$35.00
	Lunch	

Note: Meal expenses will be charged to the room and reflected in participant's hotel bill

TRANSPORTATION FROM AIRPORTS:

Santa Fe Municipal Airport (SAF) is approximately 15 minutes away from the hotel.

Taxi: The Capital City Cab Company provides taxi services between the Airport and Hotel Santa Fe. For reservations, please call (505) 438-0000 or use the courtesy phone inside the terminal building. The estimated fare is \$45.00 USD (one way).

Shuttle: Roadrunner Shuttle offers transportation services and reservations are required. Participants may book reservations in advance by calling (505) 424-3367. Shuttles meet all arriving flights and provide hotel passenger pick-up. Please refer to the “Trilateral Committee” to receive the group rate (\$15.00 USD one-way & \$25.00USD round trip) per person. Methods of payment include cash and all major credits (AMEX excluded).

Rental Car: Rentals are available through Avis (505 471-5892) and Hertz (505 471-7189). Avis and Hertz are located in the main terminal building.

Albuquerque International Sunport (ALB) is approximately 1 hour away from the hotel.

Taxi: The following companies offer taxi services from ALB to Hotel Santa Fe.

Estimated fare is \$140 USD and payable in cash/credit card

Yellow Cab Company
Telephone: (505) 247-8888
Estimated fare is \$110 USD and payable in cash

Albuquerque Cab Company
Telephone: (505) 883-4888
Estimated fare is \$175 USD and payable by credit card in advance

ABQ Green Cab Company
Telephone: (505) 243-6800

Shuttle Services:

Sandia Shuttle Express
Telephone: (505) 242-0302 or (888) 775-5696 (toll free). Please refer to the “Trilateral Committee” to receive the group rate (\$20.00 USD one-way & \$40.00USD round trip) per person. Prepayment is required and major credit cards are accepted.

Roadrunner Shuttle Services
Telephone: (505) 424-3367
Please refer to the “Trilateral Committee to receive the group rate (\$25.00 USD one-way and \$50.00USD round trip)

REGISTRATION OF PARTICIPANTS ON THE WEBSITE:

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

- www.trilat.org
- Select the “2012 Annual Meeting” link
- Select the “Meeting Registration Form” link
- Complete the form and submit it by email to Valencia Richardson (valencia_richardson@fws.gov) **no later than April 13, 2012.**

PARTICIPANTS’ REGISTRATION ON-SITE:

Participants will also have to register upon arrival to pick their ID badges and information kits. Registration will take place on Monday, May 14th (8:00 a.m.-6:00 p.m.) and Tuesday, May 15th (8:00 a.m.-12:00 p.m.) at the hotel in the designated area.

DRESS CODE:

Casual business attire is recommended. Be sure to check the weather before your departure from home, as the weather in Santa Fe during the spring is hot. The average daily temperature in Santa Fe in May is 68°F. Before departing, you may wish to visit the weather site for Santa Fe at

<http://www.wunderground.com/cgi-bin/findweather/hdfForecast?query=87501>

QUERIES:

Should you require further information with respect to the above arrangements, please contact:

MEXICO Leonel Urbano SEMARNAT Tel: (011) 5255-5624 Email: Lurbano@semarnat.gob.mx	United States of America Valencia Richardson USFWS Tel:(703) 358-2212 Email: Valencia_Richardson@fws.gov
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DOCUMENTATION:

Agendas, Schedule of Events and other documentation will be available prior to the meeting on the Trilateral website at 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.