

Integrated Radioactive Waste Management in Future Fuel Cycles

This conference is dedicated to the memory of Dirk Gombert.

**November 8-12, 2009
The Francis Marion Hotel
Charleston, South Carolina**

To: Participants in the **Integrated Radioactive Waste Management in Future Fuel Cycles**

From: Barbara Hickernell, CAE, ECI Director

We're looking forward to your participation in this conference. Please read this note as there are items in it which may be helpful to you before your arrival.

HOTEL INFORMATION: The Francis Marion Hotel, 387 King Street, Charleston, SC 29403 - Phone: +1-843-722-0600.

Do check out their web site (www.francismarionhotel.com) as it will give you an overview of the property and, for those who are driving, maps. Hotel nights included in the conference fee are Sunday, Monday, Tuesday and Wednesday. Conference participants are responsible for incidental personal hotel costs such as telephone calls, laundry, faxes, etc.

TRANSPORTATION: Charleston is served by the Charleston International Airport. Please visit the airport web site for taxi prices to Charleston destinations:

www.chs-airport.com/taxi.htm . If you are driving, please visit the Francis Marion web site (see above) for driving directions.

SUNDAY: After you check in at the hotel, please come to the ECI registration area after 4:00 pm and get your conference materials. There will be a reception in the Calhoun Room from 6:00 pm – 7:30 pm.

MONDAY: Breakfast is from 7:00 am to 8:00 am in the Carolina A Room and the technical session begins at 8:00 am in the Carolina B Room.

WEATHER: You can check www.weather.com and get the latest information for Charleston. Currently the long-term forecast calls for highs in the low 70s (F) and lows in the 50s (F) with sunny to partly cloudy weather. We always suggest that you bring a sweater for the conference room and for evenings.

SPEAKER INFORMATION: We assume that all speakers will be making a Power Point presentation. The session room is equipped with a laptop PC and computer projector. A laser pointer and cordless microphone will be provided. Files can be transferred to the laptop from a memory stick. Please be certain that your presentation is loaded onto the computer the day before your presentation if you are scheduled to speak in the morning, or the morning you are speaking if you are scheduled for the afternoon.

Please provide your session chair with a *brief* biography for your introduction.

It is essential to the conference schedule that you keep to your given time – and be certain that you allow enough time for questions/discussion. Keeping in the tradition of these conferences, please be available during the conference for discussion and questions. Lunches and breaks are perfect for discussions and questions.

POSTER PRESENTER INFORMATION: Poster presenters are asked to be by their posters for questions/discussion during the poster session. The poster boards are 4 ft high by 8 ft wide. We will provide the tacks for hanging the posters. Poster presenters can hang their posters during the coffee break on Tuesday morning.

FINAL PROGRAM: This can be found at www.engconfintl.org/9ar.html.

MISCELLANEOUS: The following are a few housekeeping items which you need to be aware of:

- If you have special **dietary needs** (e.g., vegetarian, allergies, etc.), please make sure we are made aware of them during registration so that we can give the Chef this information. Vegetarians will be given a card to identify themselves to the dinner waitstaff.
- There will be a Visitors Guide in your conference packet that has information on Charleston restaurants.
- If you require **photocopying**, please make your arrangements at the hotel desk - the cost will be billed to your room incidentals.
- We encourage you to utilize your cell phone, telephone calling cards or Skype when you make long distance telephone calls as calls directly from any hotels are expensive.
- A **questionnaire** will be distributed on Wednesday. Please complete and return it, as your comments will be very useful to the planners of the next conference in the series.
- Note that dinners on Monday and Tuesday are “on your own” – the concierge desk can provide restaurant suggestions.

Note: If you have not yet paid your conference fee, please fax the payment form with your credit card number to **Kathy Chan** at 1-212-514-6030 or send her an email at Kathy@engconfintl.org

The ECI representatives on site will be **Jules Routbort**, the technical liaison from the ECI Conferences Committee, and I.

Jim Marra and **Jay Roach** have put together an excellent program and we are looking forward to a superb conference.

ECI encourages and expects a great deal of interaction among participants.

We wish you a safe journey and look forward to seeing you in Charleston.