



Eastern Interconnection Planning Collaborative

SSC Meeting Logistics Memo

September 26-27, 2011 at the Embassy Suites Airport Hotel, Philadelphia, PA

The SSC will hold its next in-person meeting on September 26-27, 2011 at the Embassy Suites Airport Hotel, from 10:00 AM – 6:00 PM on September 26th and 8:00 AM – 4:00 PM on September 27th.

Please be sure to make the appropriate travel and lodging arrangements to accommodate the 10:00 AM start time on September 26th.

To register, go to: <http://bit.ly/pWghHJ> . **Registration is required by September 16 to attend the meeting in person. No registrations will be accepted after this date.**

Webinar access will be provided for those who cannot attend in person. A separate link to register for the webinar will be sent out by email in the coming weeks. If you are not attending the meeting in person, please **DO NOT** register via the link above.

Meeting Location

Embassy Suites Hotel
9000 Bartram Avenue
Philadelphia, Pennsylvania 19153
Phone Number: 1-215-365-4500

All attendees should make their own travel and hotel arrangements.

Lodging

We have reserved a block of rooms under the name “EIPC” at the Embassy Suites Airport Hotel for the nights of September 25th and September 26th at a negotiated rate of \$149.00/night. **The cut-off date for accepting reservations into the room block is August 5th.** Please note that **the EIPC room block is limited to 30 rooms/night. We expect to be able to expand the room block if need be, but we cannot guarantee rooms at the hotel beyond our 30 rooms/night contracted number.** This situation makes it imperative that you book your hotel reservations as soon as possible. Reservation requests received after August 5, 2011, or after the block is full will be accommodated as availability permits and at the Hotel’s prevailing rate.

Hotel reservations can be made by calling the hotel and referring to the room block name (EIPC). Each individual guest is responsible for their own guest room, tax and incidental charges.

Guests at the hotel will receive a complimentary breakfast served each morning, a complimentary evening reception (5:30pm-7:30pm) featuring beverages and appetizers, and complimentary wireless internet in the sleeping rooms and meeting space. There is an onsite hotel restaurant that serves meals until 10pm. Please visit the hotel website for additional dining options.

Transportation

The Embassy Suites Hotel is 1 mile from Philadelphia International Airport. A free shuttle is available between the airport and the hotel 24 hours/day every 30 minutes. If traveling from the airport, the pickup point is located at Zone 4. Please call the front desk when you land to notify the driver you will be needing shuttle (Front Desk: 215-365-4500).

More information about the hotel's location and transportation options can be found at:
http://embassysuites1.hilton.com/en_US/es/hotel/PHLAPES-Embassy-Suites-Philadelphia-Airport-Pennsylvania/directions.do

If you have any specific questions regarding logistics, please contact Eileen Miller at emiller@keystone.org.