



2012 National Marine Sanctuary Advisory Council Summit

Travel Logistics for All Meeting Participants

Host Site

Monterey Bay National Marine Sanctuary

Dates and Times

December 4, 2012, from 8:30 am to 5:00 pm PST

December 5, 2012, from 8:30 am to 8:00 pm PST

December 6, 2012, from 7:45 am to 12:00 pm PST

Location

The 2012 National Marine Sanctuary Advisory Council Summit will be held at the Monterey Bay National Marine Sanctuary Exploration Center (<http://montereybay.noaa.gov/vc/sec/welcome.html>) in Santa Cruz, California. A portion of the second day (December 5, 2012) will be held in conjunction with the Marine Protected Areas Federal Advisory Committee in a banquet or conference facility in the Hotel Paradox. A block of rooms has been reserved, and will be held through October 30, 2012, for non-local meeting participants at the Beach Street Inn and Suites (<http://www.beachstreetinn.com/>) at the government rate of \$97 per night plus applicable taxes.

Contact Information

Monterey Bay National Marine Sanctuary Exploration Center
Located across from the Santa Cruz Wharf
35 Pacific Street
Santa Cruz, California
Phone: (831) 421-9993

Participants

Council Representatives

The chair of each of the 14 advisory councils in the National Marine Sanctuary System is asked to attend the 2012 National Marine Sanctuary Advisory Council Summit. If the chair is unable to attend, we ask that another council member be selected to represent the council. Each council may send one representative to the meeting, and ONMS Headquarters will cover the cost of that individual's travel through funds in a National Marine Sanctuary Foundation cooperative agreement account. Travel for advisory council chairs should not be processed through the Office of National Marine Sanctuaries as invitational travel. (Additional guidance is provided below.)

Council Executive Committee Regional Representatives

One council coordinator from the ONMS Northeast and Great Lakes Region, Southeast Atlantic, Gulf of Mexico and Caribbean Region, West Coast Region and Pacific Islands Region is invited to attend the 2012 National Marine Sanctuary Advisory Council Summit. The coordinator's site, or region, is responsible for covering the costs of this representative's travel.

ONMS Regional Directors

The Directors of the Northeast and Great Lakes Region, Southeast Atlantic, Gulf of Mexico and Caribbean Region, West Coast Region and Pacific Islands Region are invited to attend the 2012 National Marine Sanctuary Advisory Council Summit. Directors are responsible for covering costs associated with their own travel through their operating unit travel funds.

Superintendents

Superintendents from the following sites are invited to attend the 2012 National Marine Sanctuary Advisory Council Summit: Monterey Bay National Marine Sanctuary (local), Gulf of the Farallones National Marine Sanctuary (local), Cordell Bank National Marine Sanctuary, and Thunder Bay National Marine Sanctuary (presenter). Travel costs for these superintendents must be covered through their respective operating unit travel funds.

ONMS Headquarters Staff

The following ONMS Headquarters staff are invited to attend the 2012 National Marine Sanctuary Advisory Council Summit: Director, ONMS; Chief of Staff for Communications and Stewardship; Senior Policy Advisor, ONMS; Acting Chief, Conservation Policy and Planning Division; Analyst, Conservation Policy and Planning Division; Chief, Technical Products and Services Division; and National Marine Sanctuary Advisory Council Coordinator. Travel costs for these participants are to be covered through the individual's respective operating unit travel funds.

Local Staff

Other Monterey Bay National Marine Sanctuary and ONMS West Coast Regional Office staff expected to be in attendance are as follows: Deputy Superintendent, Monterey Bay National Marine Sanctuary; Interim Director, Monterey Bay National Marine Sanctuary Exploration Center; Advisory Council Coordinator, Monterey Bay National Marine Sanctuary; and Coordinator, West Coast Regional Office.

Invited Guests

Other invited guests and presenters include: Docents, Monterey Bay National Marine Sanctuary Exploration Center; TBD, Access Monterey Peninsula; Government Relations Manager, National Marine Sanctuary Foundation; and Marine Protected Areas Federal Advisory Committee members and associated staff (December 5, 2012).

Travel to Santa Cruz, California

Council Representatives

Non-local advisory council chairs and representatives should plan to arrive in Santa Cruz, California, on Monday, December 3, 2012. Local advisory council chairs and representatives should arrive prior to 8:30 am PST on Tuesday, December 4, 2012. Advisory council chairs (or representatives) are encouraged to depart the evening of December 6, 2012, if possible, and no later than Friday, December 7, 2012.

Advisory council chairs and representatives are being asked to arrange their own travel to the meeting and seek reimbursement following the event. (Additional reimbursement guidance is provided below.) Travel should not be processed through the Office of National Marine Sanctuaries as invitational travel, and advisory council chairs and representatives should not use Adtrav to make their airline or rental car reservations.

Advisory council chairs and representatives are encouraged to select the lowest possible airfare, including non-refundable tickets purchased directly from the airline or through a web-based source, such as Kayak.com or Expedia.com.

Advisory council chairs and representatives are also encouraged to consider each of the following three airports when making airline reservations, as costs vary greatly depending on departure and arrival cities: Monterey Regional Airport (MRY), Mineta San Jose International Airport (SJC), and San Francisco International Airport (SFO).

Advisory council chairs and representatives are also encouraged to coordinate departure and arrival times and locations with other meeting participants – especially in those instances where ONMS staff and advisory council chairs (or representatives) are traveling from the same site (e.g., Florida Keys National Marine Sanctuary and Thunder Bay National Marine Sanctuary).

A rental car may be necessary in order to travel from the airport selected to Santa Cruz, California. Advisory council chairs are asked to arrange to share rides with other chairs (or representatives) or ONMS staff, especially when staff and chairs are traveling from the same site. ONMS will not reimburse rental car costs to all meeting participants. ONMS is striving to have a minimum of two individuals per rental car.

ONMS Federal Employees and Contractors

Non-local, ONMS employees should plan to arrive in Santa Cruz, California, on Monday, December 3, 2012. ONMS employees considered local to Santa Cruz, California (less than 50 miles away) should arrive prior to 8:30 am PST on Tuesday, December 4, 2012. All ONMS employees are encouraged to depart the evening of December 6, 2012, if possible, and no later than Friday, December 7, 2012.

ONMS federal employees must follow all appropriate federal travel regulations and guidelines. ONMS contractors need to abide by the guidelines set by their respective vendor.

Travel for ONMS federal employees should be covered through ONMS operating unit [division, site or region-specific] travel funds and, as such, should have been noted in your operating unit's November CR Request. Please contact Maureen Warren (maureen.warren@noaa.gov; 301.713.7251) immediately if travel for any federal attendee from your operating unit was not including in your November request.

Non-local, ONMS employees are encouraged to consider each of the following three airports when making airline reservations, as costs vary greatly depending on departure and arrival cities: Monterey Regional Airport (MRY), Mineta San Jose International Airport (SJC), and San Francisco International Airport (SFO).

Meeting participants are also encouraged to coordinate departure and arrival times and locations with other meeting participants – especially in those instances where ONMS staff and advisory council chairs (or representatives) are traveling from the same site (e.g., Florida Keys National Marine Sanctuary and Thunder Bay National Marine Sanctuary).

A rental car may be necessary in order to travel from the airport selected to Santa Cruz, California. ONMS staff are requested to arrange to share rides with advisory council chairs (or representatives) or other ONMS staff, especially when participants are traveling from the same location. ONMS will not reimburse rental car costs to all meeting participants. ONMS is striving to have a minimum of two individuals per rental car.

Lodging Accommodations

Non-local Meeting Participants

A block of rooms has been reserved at the **Beach Street Inn and Suites** (<http://www.beachstreetinn.com/>) in Santa Cruz, California, to accommodate all non-local meeting participants.

Meeting participants needing accommodations must book their hotel room prior to **Tuesday, October 30, 2012**, by calling the hotel directly at **(831) 423-3031** and mentioning the **National Marine Sanctuary Block**. Meeting participants will be asked to provide a credit card number at the time of reserving a room and will be asked to cover their own charges upon check-in.

Rooms requested prior to Tuesday, October 30, 2012, will be offered at the government rate of \$97 per night, exclusive of applicable state and local taxes.

Once a room is held by an individual meeting participant, the reservation becomes the responsibility of that person and, therefore, he or she will be subject to the hotel's standard 72 hour cancellation policy. Guests have up to 72 hours prior to their arrival to cancel their reservation without penalty. Guests canceling reservations within 72 hours of arrival will be charged one night's room rate.

Contact Information

Beach Street Inn and Suites
125 Beach Street
Santa Cruz, California
Phone: (831) 423-3031
Fax: (831) 423-2607
Email: info@BeachStreetInn.com

Reimbursement for Expenses

Council Representatives

Allowable travel expenses for advisory council chairs and representatives will be reimbursed through funds in a National Marine Sanctuary Foundation cooperative agreement account. Advisory council chairs and representatives should submit receipts for all expenses (e.g., lodging, rental car, parking), excluding meals and incidental expenses (MI&E), to Rebecca Holyoke (not the National Marine Sanctuary Foundation).

This information must be submitted no later than five (5) working days after the conclusion of the 2012 National Marine Sanctuary Advisory Council Summit (i.e., December 13, 2012). There is no flexibility in the timeframe for submitting this information, as ONMS and the National Marine Sanctuary Foundation will be audited for these travel costs. ONMS will be required to submit all travel documentation with final costs within 14 days of completed travel.

Receipts should be sent either electronically to Rebecca Holyoke at rebecca.holyoke@noaa.gov or faxed to her attention at (301) 713-0404 on or before December 11, 2012. Receipts should be accompanied by a brief outline of the expenses being requested for reimbursement. Lodging costs will only be reimbursed at the government rate of \$97 per night (exclusive of applicable taxes). A list of the total allowable reimbursable expenses for MI&E is provided below.

Breakdown of Meals and Incident Expenses (MI&E) for Santa Cruz, California

| | |
|--|---------|
| First and Last Day of Travel, if no meals provided | \$49.50 |
| Continental Breakfast/Breakfast | \$11.00 |
| Lunch | \$16.00 |
| Dinner | \$34.00 |
| Incidentals | \$ 5.00 |

Reimbursable MI&E Expenses for Council Representatives

| | |
|--|---------|
| MI&E for December 3, 2012 (travel day) | \$49.50 |
| MI&E for December 4, 2012 (lunch provided) | \$50.00 |
| MI&E for December 4, 2012 (lunch provided; travel day) | \$37.50 |
| MI&E for December 5, 2012 (lunch provided) | \$50.00 |
| MI&E for December 6, 2012 (breakfast provided) | \$55.00 |
| MI&E for December 6, 2012 (breakfast provided; travel day) | \$41.25 |
| MI&E for December 7, 2012 (travel day) | \$49.50 |

In addition to the brief outline noting the expenses being requested for reimbursement, advisory council chairs and representatives must provide the following contact information to Rebecca Holyoke so that funds may be distributed by the National Marine Sanctuary Foundation:

- Full (legal) name
- Mailing address, complete with number, street, city, state and zip code
- Phone number
- Email address

ONMS Federal Employees and Contractors

ONMS federal employees must follow all appropriate federal travel regulations and guidelines (including reductions in MI&E for provided meals; see below). ONMS contractors need to abide by the travel guidelines specified by their respective vendor.

Travel vouchers must be submitted and processed within five (5) working days after the conclusion of the 2012 National Marine Sanctuary Advisory Council Summit (i.e., December 13, 2012). There is no flexibility in the timeframe for submitting this information, as ONMS and the National Marine Sanctuary Foundation will be audited for these travel costs. ONMS will be required to submit all travel documentation with final costs within 14 days of completed travel.

Breakdown of Meals and Incident Expenses (MI&E) for Santa Cruz, California

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| First and Last Day of Travel, if no meals provided | \$49.50 |
| Continental Breakfast/Breakfast | \$11.00 |
| Lunch | \$16.00 |
| Dinner | \$34.00 |
| Incidentals | \$ 5.00 |

Reimbursable MI&E Expenses for ONMS Federal Employees and Contractors

| | |
|--|---------|
| MI&E for December 3, 2012 (travel day) | \$49.50 |
| MI&E for December 4, 2012 (lunch provided) | \$50.00 |
| MI&E for December 4, 2012 (lunch provided; travel day) | \$37.50 |
| MI&E for December 5, 2012 (lunch provided) | \$50.00 |
| MI&E for December 6, 2012 (breakfast provided) | \$55.00 |
| MI&E for December 6, 2012 (breakfast provided; travel day) | \$41.25 |
| MI&E for December 7, 2012 (travel day) | \$49.50 |

Directions and Parking

Directions to Beach Street Inn and Suites

If Traveling North on Interstate 5. Take Interstate 5 to Hwy 46 West. Switch to Hwy 101 North at Paso Robles, and then to Hwy 183 West in Salinas. Follow 183 West to Hwy 1 North, which will turn into Mission Street as you enter Santa Cruz. Turn left off Mission onto Bay Avenue. Turn left when Bay dead ends at West Cliff Drive and then immediately right onto Beach Street. Beach Street Inn and Suites will be at the bottom of the hill and on the left, just past the entrance to the Santa Cruz Wharf.

If Traveling South on Interstate 280. Take Interstate 280 South towards San Jose. Switch to Hwy 85 South, then Hwy. 17 South to Santa Cruz. Exit on Hwy 1 North to Mission Street. Turn left off Mission at Bay Avenue. Turn left when Bay dead ends at West Cliff Drive and then immediately right onto Beach Street. Beach Street Inn and Suites will be at the bottom of the hill and on the left, just past the entrance to the Santa Cruz Wharf.

Directions to Monterey Bay National Marine Sanctuary Exploration Center

From Highway 17 South Toward Santa Cruz. Take CA-1 N toward CA-9/Half Moon Bay/Boulder Creek. Keep left to stay on CA-1 N toward Santa Cruz. Continue by following the directions listed directly below (From the South on Hwy 1).

From the South on Highway 1. Take CA-1 N toward Santa Cruz. CA-1 N becomes Chestnut St. Continue on Chestnut. Turn left onto Laurel St. Take the second right onto Center St. At the traffic circle, take the second exit onto Pacific Ave. The center is on the right at the intersection of Beach St.

From the North on Highway 1. Take CA-1 S toward Santa Cruz. Turn right onto Bay St. Turn left onto West Cliff Dr. Slight right onto Beach St. The center is on the left at the intersection of Pacific St.

Parking

Guests of the Beach Street Inn and Suites will have access to one parking space per room at no cost. Local meeting participants should plan to park at a parking lot in the area of the Monterey Bay National Marine Sanctuary Exploration Center or in a metered (limited number) space on the surrounding streets.

Additional Logistical Information

Joint Sessions with Marine Protected Areas Federal Advisory Committee

A portion of the second day (December 5, 2012) will be held in conjunction with the Marine Protected Areas Federal Advisory Committee in a banquet or conference facility in the Hotel Paradox (<http://www.thehotelparadox.com/>). Transportation to the Hotel Paradox will be provided for all meeting participants via Government vehicles and coordinated trips with rental cars.

National Marine Sanctuary Foundation Reception

The specific details related to the evening reception on Wednesday, December 5, 2012, are forthcoming.

Weather/Climate

The weather in December in Santa Cruz, California, usually consists of highs averaging around 62°F and lows averaging around 41°F. Precipitation is typically the greatest between December and February and, therefore, participants are encouraged to have rain gear or an umbrella handy.

Extending Your Stay

The Beach Street Inn and Suites will extend the government rate of \$97 per night, excluding applicable taxes and subject to room availability, to the night before and the night after the 2012 National Marine Sanctuary Advisory Council Summit for meeting participants needing to or wishing to extend their stay. No rooms are being held for these nights as part of the contracted hotel block; therefore, the Beach Street Inn and Suites cannot guarantee that rooms will be available for these nights. However, if rooms are available from the general hotel inventory, the government rate will be offered.

Further Questions

Additional questions about the 2012 National Marine Sanctuary Advisory Council Summit may be directed to:

Rebecca R. Holyoke
National Marine Sanctuary Advisory Council Coordinator
Office of National Marine Sanctuaries
Email: rebecca.holyoke@noaa.gov
Phone: (301) 713-7264
Fax: (301) 713-0404