

TRAVEL AND LODGING INFORMATION

Schedule of Events

The On-Scene Coordinator (OSC) Readiness Training Program will be held Monday, February 6 – Friday, February 10, 2012, at the Ravella Hotel & Resort at Lake Las Vegas in Henderson, Nevada. In conjunction with the 15th Annual OSC Readiness Training Program, EPA Removal Managers also will conduct their business meeting.

The opening plenary session for Readiness Training will begin promptly at **8:00 a.m.** on Monday, February 6. The daily plenary sessions for Tuesday through Thursday will begin promptly at **7:45 a.m.**

Onsite check-in for Readiness Training and each meeting will be available on Sunday, February 5, from 2:00 p.m. to 6:00 p.m. at the Ravella Hotel. Onsite registration will continue Monday, February 6 at 7:00 a.m. through Thursday, February 9 until 5:30 p.m.

For further information about and schedules for the training program and the meetings identified, visit www.trainex.org/osc2012.



Important Information about Lodging and Attending OSC Readiness

All EPA OSCs, EPA Removal Managers, pre-approved regional invited guests, and pre-approved designated instructors must stay at the Ravella for EPA Headquarters to cover lodging and per diem expenses or your regional or program office will be responsible for covering your charges. The available nights that EPA Headquarters will pay for EPA OSCs', regional invited guests', and other participants' lodging on the master account are Sunday, February 5 through the night of Thursday, February 9, 2012; and by EPA Headquarters approval, for the night of Friday, February 10.

Friday, February 10, should be considered the travel day to return home for all participants; EPA Headquarters will pay the lodging cost for the night of Thursday, February 9, for participants to stay through courses and sessions ending at 7:00 p.m. on Thursday.

Requests for Friday night coverage must be sent by e-mail to Mr. Gary Turner at turner.gary@epa.gov before Friday, January 20, 2012. E-mail requests should include a brief explanation why your Friday night should be included on the master account and type "Friday" in the subject line. You will be notified by Gary Turner if your request for EPA to pay lodging costs for Friday night has been approved.

Please note, for participants not covered by EPA Headquarters Master Account, who select to stay overnight at a different hotel, you will be charged \$95 per day plus applicable sales tax to attend and participate at the training program. The fee covers the cost of meeting room rental, breaks, and lunch. For local EPA participants the fee will be covered by the EPA Master Account, so please make sure to register online.

EPA Participants Only: For those EPA participants traveling to attend the OSC Readiness Training Program, visit www.trainex.org/osc2012 to download the EPA's Office of Human Resources (OHR) memo that approves the use of training account codes to cover lodging and per diem expenses for the upcoming training program. When submitting your travel orders and travel vouchers in GovTrip, please attach the OHR memo and make sure to have your regional training coordinator complete an SF-182 to include as an attachment.

Ravella Hotel & Resort at Lake Las Vegas

The Ravella Hotel & Resort at Lake Las Vegas is located at:

1610 Lake Las Vegas Parkway
Henderson, Nevada 89011 (Clark County)
Phone: (702) 567-4700 and Fax: (702) 567-4777

The nearest airport is McCarran International Airport (LAS), approximately 17 miles away. For further information about the Ravella, visit their website at www.ravellavegas.com.



Sleeping Room Reservations and Per Diem Information

An EPA room block has been set up at the Ravella Hotel & Resort at Lake Las Vegas in Henderson, Nevada (Clark County) for participants to make their sleeping reservations. The deadline to reserve your sleeping room is **January 13, 2012**.

As part of a complete meeting package at this year's training program, the lodging rate at the Ravella includes three meals per day and break stations. The rate at the Ravella is \$139 per night plus 13 percent sales tax. Each Federal participant and contractor staff staying at the Ravella will be required to deduct \$66 per day from their travel vouchers. For a breakdown of Meals and Incidentals Expenses, visit <http://www.gsa.gov/portal/content/101518>. If you select the \$159 per night rate, you will be responsible for the additional \$20 per night.

Please contact Tetra Tech, in advance and no later than January 30, 2012, at oscreadiness@tetrattech.com if you have a special dietary need and or prefer a vegetarian selection.

Please note that you will not be charged the \$22 per night resort fee. The fee is waived for participants staying under the EPA room block.

To make your sleeping room reservation at the Ravella, call 1 888-810-0440 and request the "EPA Group" room block. To make your reservation online visit:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=8121561

Reservations at the Ravella must be confirmed with a credit card. If your stay is paid for by EPA's master account, you still are responsible for covering incidental charges and guaranteeing your arrival with a credit card. If you have questions about payment for your stay when you check-in, contact Mr. Gary Turner, EPA Office of Superfund Remediation and Technology Innovation on site or by email at turner.gary@epa.gov.

You are responsible for cancelling your hotel reservation if you cannot attend. The Ravella requires a notice of cancellation of no later than 3:00 p.m. Pacific Standard Time on the day prior to your scheduled arrival. If you fail to provide notice, one night's lodging and all applicable taxes will be charged to your credit card.

Hotel check-in begins after 3:00 p.m., and check-out time is 11:00 a.m.

For up-to-date information on lodging, visit the Travel and Lodging page on the Readiness Training website at www.trainex.org/osc2012.

Sleeping Room Amenities

The Ravella offers the following guest room amenities:

- ❖ Complimentary wireless internet and high speed internet access for those staying under the EPA room block
- ❖ Multiple phone lines with speaker and voice mail

Health and Fitness

The Ravella offers several amenities, including a complimentary fitness center with state-of-the-art cardiovascular and strength training equipment. There also is a resort-sized pool and whirlpool spa.

Getting To Henderson, Nevada

The Henderson area is served by the McCarran International Airport (LAS), approximately 17 miles from the Ravella. Additional information about LAS is available at www.mccarran.com.

Henderson, Nevada is located in the Pacific Time Zone.

Ground Transportation

EPA Headquarters will arrange and will pay for shuttle service to and from McCarran International Airport to the Ravella for EPA participants upon request. Please contact Tetra Tech at oscreadiness@tetrattech.com to request shuttle service. Further details on the schedule and how to catch the shuttle from the airport will be sent out to registered participants by e-mail and posted on the Travel and Lodging section of the website at www.trainex.org/osc2012.

Taxi fare between LAS and the Ravella is approximately \$70 one-way, not including gratuity. Travel time from LAS to the Ravella is approximately 30 minutes. Taxicabs are available at the east side of the baggage claim area of the airport (door exits 1-4). Please note that some taxis will not accept credit card payments. Also, there is a \$1.80 charge on all fares originating at the airport.

The Ravella offers complimentary self-parking; valet parking is \$15.00 per night.

For More Information

Visit the Readiness Training Program website at www.trainex.org/osc2012 for up-to-date information about courses, lodging, travel, Hot Sites, the Tech Zone, and local area information. If you have questions or require special assistance, contact Tetra Tech by email at oscreadiness@tetrattech.com or by telephone at (703) 390-0703.

Driving Directions to the Ravella (from McCarran International Airport)

- ❖ Take I-15/I-215 towards Las Vegas/Henderson
- ❖ Continue on I-215 towards Henderson/Lake Mead
- ❖ Continue onto NV-564 E/W Lake Mead Drive
- ❖ Turn left onto Lake Las Vegas Parkway
- ❖ Continue through the traffic circle
- ❖ The Ravella will be on your right



Area Map

