s2i2 Workshop - Travel Information/Form
Caltech, Pasadena, CA
1/31-2/2/13

Please complete and return this form to Susan Powell by fax 626-628-3994 or pdf to spowell@caltech.edu. For travel arrangements, Caroline Moit from Corporate travel will contact you directly or your assistant, upon submission of this form.

CONTACT INFORMATION:

First Name _____ Last Name_____

Title _____

Institution _____

Address _____

City _____ State _____ Country _____

Zip Code _____ Phone _____ Fax _____

Email _____

Assistant/Travel Coordinators Name: _____

Email _____ Phone _____

AIR TRAVEL: Airline tickets can be booked through Corporate travel a booking fee of $32.00 is charged only on airline tickets. Please indicate your expected day and time of arrival and departure.

Arrival Date and Time _____ Departure Date and Time _____

For airline tickets please provide the following information:

Airports (arriving and departing): _____

Name as appears on Government ID and for International travelers name as it appears on passport:

_____

Date of Birth _____ Gender _____

LODGING: We have secured room blocks which Caroline from Corporate Travel can book for you or you may book directly with the hotel at the rate shown below. **The deadline for Room Reservations is January 9, 2013**. If you book with Caroline she will send you a confirmation by email. *Please provide at check in ID (government ID for Government rate) and credit card.

Please check one:

_____ Sheraton Pasadena, 303 East Cordova St, Pasadena, CA 91101 (1.6 miles – 5 minute drive to campus). URL, http://www.sheratonpasadena.com/. The Sheraton Pasadena Hotel is thrilled to extend the Caltech/Government rate of $125 for 1/30/13-2/2/13. We can arrange hotel transportation to campus, please let Susan know ahead of time if you will need transportation as the hotel has limited space available in the van. Complimentary wireless provided in guest rooms and self parking is $18 per night.

To book directly with the Pasadena Sheraton you can call guest reservations at (800) 457-7940 and ask for the Scientific Workflows for Scattering Science Meeting group rate or you can paste the following URL to book your room directly under the group rate,
 https://www.starwoodmeeting.com/Book/ScientificWorkflows

_____ Old Town Courtyard by Marriott, 180 North Fair Oaks Ave, Pasadena, CA 91103 (2.4 miles – 7 minute drive to campus). URL, http://www.marriott.com/hotels/travel/LAXOT-Courtyard-Los-Angeles-Pasadena-Old-Town. The Caltech and Government rate of $129 per night is available. They do not provide shuttle service. Complimentary wireless provided in guest rooms and parking is off site lot $5 per day and valet $17 per day.

To book directly with the Old Town Courtyard Marriott please call (800) 321-2211 and ask for the Scientific Workflows for Scattering Science Meeting group rate.

Special requests (i.e., accessible room) :_____

For Alternative Lodging (i.e., walking distance of campus), please contact Susan Powell, spowell@caltech.edu and she will provide information upon request or assist with a reservation.

GROUND TRANSPORTATION, pre-paid booking of Supershuttle or Primetime shuttles available through Corporate Travel from all local airports ranging in cost from $21 to $40 one way.
Taxi's average about $75 to $110 one way depending on airport location.

RENTAL CARS can be booked by Corporate Travel can make arrangements with Caltech preferred rental car agencies:

Enterprise _____   Hertz   _____   Budget   _____

PARKING ON CALTECH CAMPUS, is $6.00 per day and permits can be purchased at the entrances of the parking structures or lots via cash or credit card, a map will be provided on line.

CONFERENCE MEALS provided (breakfasts, breaks, and lunches) will be provided during the conference. To ensure that meals meet your dietary needs, please mark your selection(s) below:
No dietary needs ____   Vegan _____   Vegetarian _____   Gluten-Free ____

Other, including allergies _____

DIRECTIONS to campus from local airports will be post on the meeting website.

OTHER: Please tell us of any additional needs you may have for this meeting. Please be as specific as possible. We may contact you for further information if necessary.

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