

TO: **MFIT Workshop Participants**

FM: Barb Riker

CC : Megan Romberg, John McKemy – USDA ARS, Karen Rane – University of Maryland, Karen Snover-Clift;

Subj: **Travel arrangement and planning details for Morphological Fungal Identification Techniques Workshop**

Dear MFIT Workshop Participants:

You are receiving this email because you registered for the **NPDN/USDA ARS Morphological Fungal Identification Techniques Workshop** to be held on February 27-29, 2024. If this is in error or you can no longer participate, please let us know ASAP as we have a wait list.

Receiving this letter means your workshop has been confirmed and will be delivered as planned. The information provided in this letter will help you make your travel arrangements, please do so soon. Making reservations at this time may help keep costs down which may allow additional people to attend other workshops.

Please review the information provided in this letter and in the guideline document before you make travel reservations.

Workshop registration information. All workshop information, the workshop calendar, workshop description, draft agenda and a planning and travel guidelines document that includes how to request travel expense reimbursement are posted on the NPDN Portal, **2024 MFIT Workshop** page, [2024 Morphological Fungal Identification Techniques Workshop | National Plant Diagnostic Network \(npdn.org\)](#)

Required attendance.

Participants must be present for the entire workshop. If you cannot attend every day and all sessions, please plan to take the workshop at another time. DO NOT plan to leave before the completion of the workshop. You need to give yourself at least 3 hours of time from workshop completion to your outgoing flight. Participants must complete all assigned homework, tests and hands-on activities during the time period indicated, to receive a certificate of course completion.

If an emergency situation arises that affects your attendance, please notify the workshop coordinators and instructors as quickly as possible.

Hotel:

Please call the phone number or use the online booking link to make your reservation. Using this link, [Book your group rate for MFIT Workshop Feb](#), will allow you to take advantage of the discounted rate we negotiated with the hotel. **The rate is \$149.00/night** (includes a continental breakfast onsite) plus taxes.

The designated hotel is:

Residence Inn by Marriott

6301 Golden Triangle Drive

Greenbelt, MD 20770

Note: The group booking rate expires January 30, 2024

Airports:

Ronald Reagan Washington National Airport (DCA) 18 miles from the hotel

Baltimore –Washington International Airport (BWI) 30 miles from the hotel

Washington Dulles International Airport (IAD) 42 miles from the hotel

Volunteer drivers and rental cars:

We will need a couple people to volunteer to rent a car. The responsibility of the driver will be to transport participants from the hotel to the workshop site each day. Sometimes drivers also help out with dinners for small groups that want to dine together. **Please do not reserve a rental car until we confirm you as a driver so we can coordinate how many drivers we have available.**

Rental insurance coverage options are limited for reimbursement by Cornell University. If you volunteer to drive and feel you need to purchase additional insurance coverage, be sure to refer to the rental car section of the planning and travel guidelines document prior to requesting options.

If the quote for a rental car exceeds \$500, you must contact Karen Snover-Clift. Typically, rentals cost between \$250-\$350.

On-site-ground transportation:

Each traveler is responsible for making arrangements to get from and to the airport and, if no one agrees to rent a car, to and from the workshop site.

Acceptable (reimbursable) ground transportation options include taxi, ride share or airport shuttle. We recommend you make your reservations prior to traveling to get fast service, otherwise you may need to wait for available seating. Prior participants have used [SuperShuttle](#) but other options are available. The hotel does NOT provide shuttle service to and from the airport.

Transportation/rental cars from BWI Airport, www.bwiairport.com
Ronald Regan Airport, www.flyreagan.com
Washington Dulles International Airport, www.flydulles.com
Washington Metropolitan Area Transit Authority, <https://www.wmata.com/>

First Day of the Workshop

Please plan to meet in the lobby of the hotel by 7:30 am. The drivers will leave the parking lot promptly at 7:45am. The hotel is close but traffic is an issue most mornings and can delay arrival times at the workshop site. The workshop start time is 8:30am. Leaving by 7:45am will allow the drivers to coordinate parking with the instructors so everyone will be ready to begin the workshop by 8:30am.

The instructors will try to get a group of passes to hand out before the workshop. Access is controlled by a swipe card so participants will have to be let into the building each morning and again after they leave for lunch.

Workshop location:

USDA Mycology and Nematology Genetic Diversity and Biology Laboratory
Building 10A, BARC-West
10300 Baltimore Avenue
Beltsville, MD 20705

Meals

Meals will be reimbursed using the appropriate **per diem rate** for the hotel location. Details for how to calculate the per diem value can be found at GSA website and is available in the planning and travel guidelines document.

Breakfast is included with lodging, therefore, breakfast will be removed from your daily per diem rate each day of the workshop. It will NOT be removed on travel days.

Lunch to be purchased by you for each day of the workshop. The workshop site is close to a lot of restaurant options for lunch, a break for lunch will allow participants to go out for lunch. There's a small shopping center nearby with Chipotle, PotBelly, a Japanese restaurant and Dunkin Donuts, and in the opposite direction there is a Greek option, Pho and a rotisserie chicken restaurant.

Dinner is on your own and will be reimbursed using the per diem rate. There are numerous restaurants offering dinner options.

Restaurants nearby:

TGI Fridays	Hook & Reel Cajun Seafood & Bar
Balkonie Bar and Lounge	Silver Diner
Wendy's	DC Charbroiled Chicken & Grill
Three Brothers Italian Restaurant	El Taco Rico
Mission BBQ	IHOP

Travel and Reimbursement Information

VERY IMPORTANT: Go to the NPDN portal to view documents and information you may need to make your travel arrangements and to retrieve forms and instructions for submitting your travel expense reimbursements

Participants

February 27-29, 2024	MFIT Workshop - 1	Maximum Participants 8
Meeting time: Three days; 9:00am-5:00pm est. daily		
<u>Name:</u>	<u>Institution:</u>	<u>Email Address:</u>
Instructor: Dr. Megan Romberg	USDA-APHIS-PPQ	megan.k.romberg@usda.gov
Instructor: Dr. John McKemy	USDA-APHIS-PPQ	john.mckemy@usda.gov
Instructor: Karen Rane	University of Maryland	rane@umd.edu
Christian Cumagun	University of Idaho	ccumagun@uidaho.edu
Colette Gabriel	Ohio Dept. of Agriculture	Colette.Gabriel@agr.ohio.gov
Elly Voigt	Wisconsin Dept. of Ag.	EleanorR.Voigt@wisconsin.gov
Zack Parker	Bartlett Tree Research	zparker@bartlett.com
Peng Tian	University of Missouri	tianp@missouri.edu
Stephanie Shea	University of Maine	stephanie.shea@maine.edu
Cassandra Bates	Washington State University	cass.bates@wsu.edu
Felicia Millett	Connecticut Agr. Experiment	Felicia.Millett@ct.gov

Another letter will be sent out in a few weeks before your workshop with a final listing of fellow workshop participants, the USDA ARS emergency contact person/persons and their contact information, and other pertinent details.

Good luck making your travel plans and please let us know if you have questions.
Barb and Karen

Karen Snover-Clift and Barb Riker
Plant Disease Diagnostic Clinic

Plant Pathology and Plant-Microbe Biology Section
School of Integrated Plant Sciences
Cornell University
324 Plant Science Building
Ithaca, NY 14853
(607)227-0397
kls13@cornell.edu
br347@cornell.edu