

## Leading Edge 2.0: *Making the Connection* Forum Travel and Logistics Information

---

**Where:** The Leading Edge 2.0 Forum will be held at:

**The Westin City Center Dallas**  
650 North Pearl Street,  
Dallas, TX 75201.  
Hotel phone (214) 979-9000.  
Fax (214) 953-1931.

**When:** The forum will occur May 4 - 8, 2009.

The forum starts promptly at 1:00 p.m. on Monday, May 4, and concludes at 12:00 p.m. on Friday, May 8. Travel days are Monday morning and Friday afternoon.

We expect and understand that while those traveling from locales such as Hawaii, Alaska and the Pacific Northwest may need to travel early, the majority of attendees should easily be able to travel on Monday and Friday. Please make every effort to do so. For planning purposes, no one should schedule a departure Friday afternoon prior to 2:30 p.m. to allow time to attend the closing session of the forum.

Anyone needing to travel on the preceding Sunday and/or the following Saturday should coordinate with James Grayson at [James.L.Grayson@faa.gov](mailto:James.L.Grayson@faa.gov) or (901) 490-4003.

**What:** The Leading Edge 2.0 Forum will be a week-long forum comprised of interactive workshops, hands-on experience and dialogue between participants and ATO leaders.

We will discuss strategies for leading and communicating with employees, and ATO leaders will model desired approaches. Your commitment to the initiative extends beyond forum attendance, as you will be asked to take a role in coaching your peers on the lessons you've learned. Together we will make a difference in the way employees and leadership connect...and we're glad you'll be part of the team!

**Transportation/Rental Cars:** Rental cars are NOT authorized.

The Westin City Center will be providing shuttle service to and from DFW on Monday and Friday. The hotel is approximately 30 minutes from DFW. If you travel on Sunday, you will need to arrange your own transportation to the hotel. We'll distribute more information on how to locate the buses as the event approaches.



**LEADING  
EDGE FORUM 2.0**  
MAKING the CONNECTION

**Meals:** Lunch will be provided on Tuesday, Wednesday, and Thursday for all participants. The Westin City Center has a full service restaurant and bar on site. They serve breakfast in the mornings. In addition to the hotel restaurant, there are a variety of dinner options located centrally to The Westin.

**Per Diem:** Because lunch will be provided on Tuesday, Wednesday, and Thursday, your M&IE rate for those days will need to be reduced by \$16/day. After this reduction, the M&IE rate is \$43. Please ensure that your GOVTRIP Travel Authorizations and vouchers reflect the reduced rate.

**Booking your hotel room:** It is imperative that you book your hotel room as soon as possible, and no later than **March 29, 2009**, using the enclosed link in your e-mail invitation. The nightly rate is \$115. The hotel has blocked all of our rooms at the per diem rate. If for any reason the link does not work, please contact The Westin City Center at (214) 979-9000 and book your room. Advise them that you are booking a room for the Leading Edge Forum. If you have any further issues, contact James Grayson at James.L.Grayson@faa.gov or (901) 490-4003.

**Tax:** Federal employees are exempt from hotel taxes in Texas. However, your online booking will reflect tax on your reservation. We will be providing you with a tax exempt form prior to the event for you to turn in at check-in.

**Travel Authorizations:** Participant's District/Facility Office should prepare travel authorizations and vouchers using their own facility's appropriations code. If your facility has any issues or problems, they should talk to their respective parties in the service center.

