



**2010 Commissioners' Meeting
January 6–8, 2010
JW Marriott Hotel New Orleans**

Steering Committee Member Hotel and Travel Information

MEETING LOCATION

JW Marriott Hotel New Orleans
614 Canal Street
New Orleans, LA 70130
Phone: (504) 525-6500
Fax: (504) 525-8068

HOTEL RESERVATIONS

ECS will make hotel reservations directly with the JW Marriott Hotel New Orleans. All reservations are guaranteed for late arrival; therefore, it is imperative you complete your check-in/check-out dates, room type and special requests on the enclosed registration and housing form. Your room and tax will be billed directly to ECS; however, incidental charges are your own responsibility. **ECS will pay only for lodging during the program dates.** *Please notify Karen Kepler at ECS immediately if your reservation needs to be changed or canceled.* If you fail to cancel your reservation within 72 business hours of your arrival date, one night's lodging and taxes will be charged to you directly. Check-in time is 3:00 p.m. and check-out is 12:00 p.m.

AIRLINE RESERVATIONS

All Steering Committee Members must use the ECS travel agent, Travel and Transport; toll free at 866.481.4040 to make your airline reservations. An electronic ticket will be e-mailed to you and the cost of the ticket will be directly billed to ECS. *To guarantee the lowest possible fares, please call as soon as possible.* ECS would greatly appreciate your contribution to our cost-saving effort! Once you have confirmed your airline ticket, any changes that you need to make will be billed to you directly.

GROUND TRANSPORTATION

The JW Marriott Hotel New Orleans is 16 miles from New Orleans International Airport. A cab ride costs approximately \$33 from the airport to the hotel for one or two persons and \$14.00 (per passenger) for three or more passengers. Pick-up is on the lower level, outside the baggage claim area. There may be an additional charge for extra baggage.

Airport Shuttle New Orleans is available from the airport to the hotel for \$20.00 (per person, one-way) or \$38.00 (per person, round-trip). First three bags per person are free. Call 1-866-596-2699 or (504) 522-3500 for more details or to make a reservation or go online at <http://www.airportshuttleneworleans.com/>. Upon arrival into New Orleans, if you are purchasing your ticket at the airport, proceed to the baggage claim area on the group level. After you have retrieved your luggage, proceed to the Airport Shuttle Ticket Desk, located across from baggage claim areas 3, 6 and 12. Service is available on a continuous basis with vans departing approximately every 30 minutes.