



## Information Note

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### Date & Venue

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We would like to invite you to attend the 2013 GSICS Annual Meeting to be held March 4-8, 2013 in the York Room at the [Sadler Center on The College of William & Mary](#) campus in historic Williamsburg, Virginia, USA. Beautiful Williamsburg is internationally known as the premier center for the preservation and interpretation of American colonial history, as well as home of the nation's premier small public university: The College of William and Mary.



Beautiful college campus of William and Mary

**Location:**

[The Sadler Center-York Room](#)

100 Stadium Drive

Williamsburg, VA, 23185

Phone: 011+1-757-221-1351

Fax: 011+1-757-221-1354

### Meeting Times & Registration

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The meeting begins at 9am on Monday, March 4<sup>th</sup> and ends on Friday, March 8<sup>th</sup> at noon.

Registration will take place in the foyer of the Sadler Center beginning at 8:30am. An optional registration fee of \$75 in U.S. currency is requested to cover the cost of mid-morning and mid-afternoon refreshments for the duration of the meeting and is due at registration. Receipts will be provided.

There will be a team dinner at [Berret's Seafood Restaurant and Taphouse Grill](#) on Monday, March 4<sup>th</sup>.

**To register for the meeting, please use the attached registration form and email it to Amber Richards ([amber.l.richards@nasa.gov](mailto:amber.l.richards@nasa.gov)), Aleksandar Jelenak ([Aleksandar.Jelenak@noaa.gov](mailto:Aleksandar.Jelenak@noaa.gov)), Jerome Lafeuille ([JLafeuille@wmo.int](mailto:JLafeuille@wmo.int)), and Tim Hewison ([Tim.Hewison@eumetsat.int](mailto:Tim.Hewison@eumetsat.int)) by February 1<sup>st</sup>.**

### Working Language

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The meeting will be conducted in English. All documents will be prepared in English only.

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## Visa Application

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Included in this packet is a signed *Letter of Reason for Invitation* for those members requiring an official invitation to apply for an entry visa to the United States. Information regarding the visa application process can be found at the U.S. Embassy website at: [http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html).

## Hotel Reservation

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A small block of rooms has been reserved from March 3rd-8th at the highly recommended historic [Williamsburg Lodge](#). The lodge is next door to the [Williamsburg Visitor Center](#) and within walking distance to [Merchant's Square](#), home to many of Williamsburg's fine dining and shopping establishments. The lodge is also a 5 minute drive from the Sadler Center or approximately an 18 minute walk (less than a mile or 1.6 km).

Williamsburg Lodge-<http://www.colonialwilliamsburg.com/visit/hotels/williamsburgLodge/index.cfm>  
310 South England Street, Williamsburg, VA 23185  
011+1-757-253-2277 (local) or 011+1-800-447-8679

Room rates per person per night are at the per diem rate of \$96 U.S. dollars plus applicable taxes. **When making your room reservation, please reference the GSICS Meeting by using the booking number 23367 in order to receive the negotiated rate. Please make your reservations no later than Feb. 4<sup>th</sup>.**

Additional recommended lodging options within driving distance in the Williamsburg area that also offer rooms at the per diem rate include:

### [Holiday Inn Express Hotel & Suites Williamsburg](#)

1452 Richmond Road, Williamsburg, VA 23185  
011+1-757-941-1057

### [Courtyard Marriott-Williamsburg Busch Gardens](#)

470 McLaws Circle, Williamsburg, VA 23185  
011+1-757-221-0700

## Airport Information & Transportation

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There are three airports convenient to Williamsburg: [Richmond International Airport \(RIC\)](#), [Norfolk International Airport \(ORF\)](#) and [Newport News/Williamsburg Airport \(PHF\)](#). Richmond and Norfolk are each approximately 1 hour from the College by car, and the drive from Newport News takes 40 min. Be advised that the tunnel between Norfolk and Williamsburg can cause traffic delays, especially during rush hour so plan accordingly.

Amtrak train service is available to Williamsburg. Rail travel can be especially



convenient for travelers from New York, Philadelphia or Washington, D.C. Check [Amtrak](#) for rates and schedules.

Also, a Richmond to Williamsburg shuttle is available through [Groome Transportation](#) if arriving from the Richmond International Airport. The fare is approximately \$50 U.S. dollars one way and reservations can be made ahead of time or at the time of arrival by calling 011+1-800-552-7911.

### Driving Directions

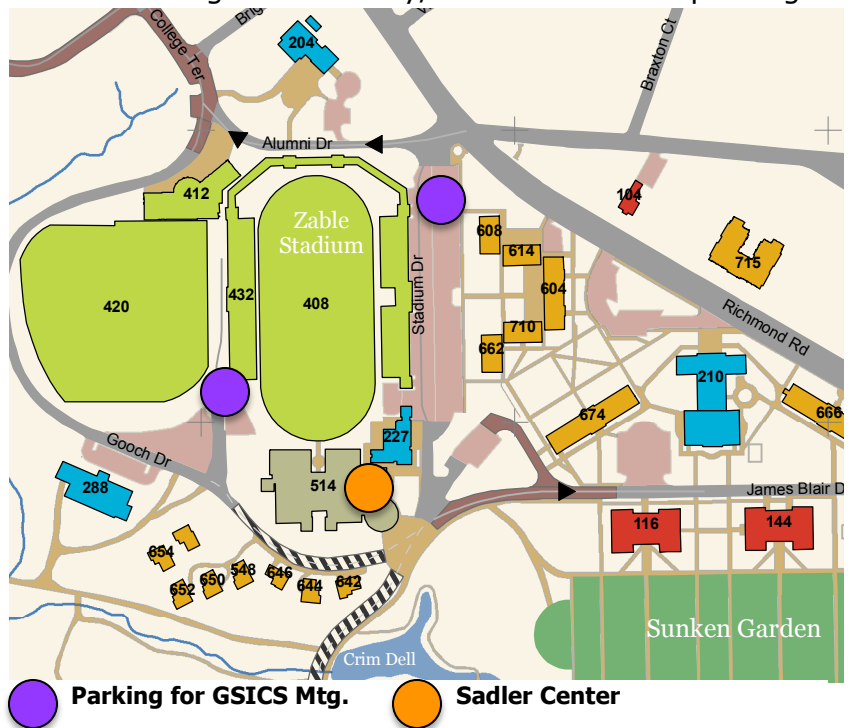
For those driving to the meeting, please print the attached parking pass (on page 4) and display it on your dash, parking only in the lots designated as day/resident student parking (indicated by purple circles).

#### From the Richmond Airport and points west:

- Interstate 64 East
- Exit 234 to the right (199 East)
- Travel 8 miles (12.9 km), then turn left down Jamestown Road

#### From the Norfolk Airport and points east:

- Interstate 64 West
- Exit 242-A (199 West)
- Travel 5.2 miles (8.4 km), then turn right down Jamestown Road



### Climate

The climatological data in Williamsburg for March is:  
Mean temperature: 57.5 F (14 C)  
Mean maximum temperature: 68.7 F (20 C)  
Mean minimum temperature: 46.4 F (8 C)  
Total precipitation: 3.09 inches

### Points of Contact

#### For questions regarding the meeting agenda:

Tim Hewison  
Am Kavalleriesand 31  
D-64295 Darmstadt, Germany  
Tel: +49 (0)6151 807-345 (Switchboard)  
[Tim.Hewison@eumetsat.int](mailto:Tim.Hewison@eumetsat.int)

#### For questions regarding hotel reservations, meeting registration, or other logistics:

Amber Richards  
SSAI for NASA Langley Research Center  
1 Enterprise Pkwy, Suite 200  
Hampton, VA 23666  
011+1-757-864-7156  
[amber.l.richards@nasa.gov](mailto:amber.l.richards@nasa.gov)

# Parking Pass for the Sadler Center at William and Mary

## Conference Services Office Temporary Guest Parking Permit

Your Name:	
License Plate # and State:	



NASA GSICS  
March 4-8, 2013

***All motor vehicles parked on College property must display a permit authorized by Parking Services. The permit is invalid if any information has been omitted. As such, please write in your name and license plate information, and then place the pass on the drivers' side dashboard facing out.***

- This pass is valid for: **Day** and **Resident** student spaces including those located in the Parking Deck and William and Mary Hall Lot.
- This pass is **not** valid for: Faculty / Staff, visitor parking, or metered / timed spaces. Nor may passes be used to park in spaces reserved for officials and/or service vehicles.
- Handicap parking is available, but guests with a handicap hang-tag or license plate must still display a temporary guest parking permit.
- This pass is not valid for mopeds or motorcycles. Motorcycle or moped operators should contact Conference Services at 757-221-4084 to request an appropriate pass and regulations.

Parking in any other area on campus will be subject to citation. Riding, driving or parking any vehicle on the sidewalks or grounds of the College is prohibited. Campus police will enforce moving violations, which will be returnable in the respective District Courts. In all cases, the directions of a police officer supersede the regulations posted by sign or signal. Campus Police and Parking Services are authorized to remove, at the owner's expense, any vehicle which is in violation of these regulations. This includes towing and/or wheel locking.

Acceptance of permit attests that a person understands the traffic and parking regulations and accepts responsibility to adhere to them. Visit [www.wm.edu/parking](http://www.wm.edu/parking) for a map of valid parking lots or a complete copy of College Motor Vehicle Regulations. Parking questions should be directed to Parking Services (221-4764) while event questions should be directed to Conference Services (221-4084).