

2010 Clean Cities Coordinator Leadership Retreat ATTENDEE EXPECTATIONS

Greetings Coordinators!

The Clean Cities program puts a great deal of effort into planning regional and national meetings for Coordinators. We realize that it is difficult to take time away from your day-to-day coalition work to take part in these events; however your active involvement in the dialog during these meetings is also very important to our program.

In an effort to ensure full participation from attendees at the 2010 Clean Cities Coordinator Leadership Retreat and to facilitate timely reimbursement for travel expenses, Coordinators who travel to the 2010 Leadership Retreat in Rapid City, SD using DOE travel funds will be required to adhere to the following Attendee Expectations. DOE reserves the right to withhold travel reimbursement for those who do not meet the required level of participation in this meeting.

1. **Attendance at and participation in the meeting is by invitation only.** The Clean Cities Leadership Retreat is meant to be a time when Clean Cities Coordinators, DOE and Lab staff can discuss and collaborate on important goals and directions for the program for the coming year. Each coalition can only be represented by their Coordinator and/or a *pre-approved* Co-Coordinator or other *pre-approved* Coalition representative. Stakeholders and/or board members cannot attend and represent a coalition without prior approval from the coalition's PMC representative. All attendees are required to register prior to the registration deadline (see below.)
2. **Coordinators are required to be present in the meeting room for all scheduled speakers, presentations and discussions.** An extended lunch period along with morning and afternoon breaks will be planned for each day of the meeting to allow coordinators time for managing email, meeting with other coordinators and/or attending to urgent coalition business. Therefore, we expect that during the business agenda of this meeting (i.e. during all scheduled speakers, presentations and discussions) coordinators will be present and able to actively participate.
3. **While in the meeting room, Coordinators will refrain from using laptops, PDAs and cell phones for non-meeting-related matters.** Again, we are providing time for coalition business to be handled outside of this meeting. Please be courteous to all presenters and to your fellow meeting attendees.
4. **Coordinators should make every effort to ensure that their travel arrangements allow for them to attend the entire meeting.** Arriving late and/or leaving early may result in a reduction in your travel reimbursement and will definitely result in a reduction in your per diem allotment.
5. **Coordinators are requested to complete and return a meeting evaluation form.** Your feedback on this meeting is very important to us and significantly impacts how we will plan future meetings of this nature. Evaluation forms will be distributed at the meeting

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and must be completed and returned to the registration desk prior to departure. To ensure candid feedback from all participants, your comments on meeting evaluation forms will remain anonymous.

Furthermore, Coordinators shall meet the following deadlines and provide the following documentation of their travel expenses:

- Reserve a hotel room at the Holiday Inn Rushmore Plaza by August 26, 2010 to receive the negotiated group discount.
- Complete a meeting registration form and return it to NETL Event Management no later than September 2, 2010. The meeting registration form is available at: <http://www.netl.doe.gov/events/10conferences/cleancities-sd/Registration%20Form-%202010%20CCities%20Retreat.pdf>
- Keep a record of all travel expenses related to this meeting including receipts for air fare, rental car, hotel parking, airport parking, cab fare, etc. All receipts must show a \$0 balance and/or indicate payment has been made. NOTE: Travel “estimate” or travel “quote” emails from services such as Expedia are not acceptable proof of payment. The receipt must show an amount “PAID.”
- Submit an invoice for travel reimbursement to NETL Event Management within one week of the final date of the meeting (September 30, 2010).

We look forward to seeing you in Rapid City and we thank you in advance for your cooperation in adhering to the attendee expectations noted above.

Best regards,

The DOE Regional Managers