



## SHIPPING PLAN

Please follow the instructions to ship materials to Atlanta, Georgia for the 19<sup>th</sup> Annual NARPM Training Conference and the CERCLA Education Center courses to be held June 1 through 5, 2009, at the Intercontinental Buckhead Atlanta.

**ALL MATERIALS MUST ARRIVE AT THE INTERCONTINENTAL BUCHHEAD ATLANTA BETWEEN WEDNESDAY, MAY 27 AND FRIDAY, MAY 29, 2009.**

### To ship your materials:

1. Please use the attached mailing label. The label provides the address of the Intercontinental Buckhead Atlanta and the name and date of the training course, session, or meeting for which you are shipping materials.

2. Copy the mailing label on colored paper based on the color designated for your training day; then attach a label to each box.

**It is very important that you use the appropriate color for the mailing label and that you attach the mailing label in an easily visible place on the package.** To facilitate organization of the boxes on-site, a color has been assigned for each day of the week. For example, if you are shipping materials for use on Monday, June 1, copy your mailing label on blue paper.

Monday =	Blue
Tuesday =	Yellow
Wednesday =	Green
Thursday =	Pink
Friday =	Purple

Please use white paper for all materials to be used in the Resource Area.

3. Indicate on the mailing label the total number of boxes shipped for each training course, session, or meeting (for example, mark the label Box 1 of 3, 2 of 3, and so forth).

4. To ensure that all materials have arrived at the hotel, please forward the following information to Nina Reyes by e-mail at [nina.reyes@ttemi.com](mailto:nina.reyes@ttemi.com) or by fax at (703) 391-5876 no later than Friday, May 29, 2009:

- ❖ The name of your course, session, or meeting.
- ❖ The total number of boxes shipped.
- ❖ A point of contact for your shipment to be called from Wednesday, May 27 through Saturday, May 30, if the boxes do not arrive at the hotel.
- ❖ The tracking number(s) or shipping receipt(s) and the name of the shipping company for each box.

5. If you are NOT shipping any materials for your course, session, or meeting, please notify Nina Reyes so that the on-site team does not expect materials to arrive.

6. If you are shipping materials to the training conference for which you plan a return shipment, you will be responsible for packing those materials on-site and paying the shipping costs. Please be sure to pack return shipping labels; those labels should include your account number.

7. For security reasons, each box and/or container shipped from the Intercontinental Buckhead Atlanta must have its own shipping label. Please do not use one tracking number for multiple-piece shipments.

**Thank you for following the shipping plan.**  
Please contact Nina Reyes at (703) 390-0674 or by e-mail at [nina.reyes@ttemi.com](mailto:nina.reyes@ttemi.com) if you have any questions about the shipping plan.



**Ship To:**  
**Intercontinental Buckhead Atlanta**  
**3315 Peachtree Road NE**  
**Atlanta, GA 30326**  
**(404) 946-9000**

**Hold for: U.S. EPA NARPM Annual Training Conference**

**Virtual Connection: Tools and Strategies for EPA Employees**

**Date: Tuesday, June 2, 2009**

**Time: 3:15 p.m. - 5:00 p.m.**

**Box \_\_\_\_\_ of \_\_\_\_\_**