

**Participant Information**  
**Eco-Informatics & Decision Making Workshop**  
**December 13-15, 2004**  
**The Evergreen State College, Olympia, Washington**

**Workshop Registration:** All participants are asked to register for the workshop at the workshop web site <http://www.evergreen.edu/bdei>. The first registration site will be available by November 10; the second phase will collect information from participants about breakout session preferences and their professional introductions, and will be made available about December 1.

**Participant Expenses:** This workshop is funded by a grant to Evergreen from NSF's Digital Government Program. All reasonable participant travel expenses (including hotel, meals on site, travel) will be either paid directly by the college or reimbursed. Some participants (e.g., NSF, USGS, and NASA folks) will pay their own travel and hotel.

**Hotel Reservations:** The Workshop will be held at The Evergreen State College, Olympia Washington (about 60 miles south of Seattle and 40 miles from SeaTac International Airport) <http://www.evergreen.edu>. Participants will stay at the Ramada Inn Governor House, 621 South Capitol Way, Olympia, WA 98501, where a block of rooms has been reserved at a special rate (\$65 plus tax), which includes a hot breakfast. <http://www.ohwy.com/wa/r/ramagoho.htm>.

All participants must make their own hotel reservations, by 11/20/04.  
(360) 352-7700 ; (800) 272-6232; Fax: 360-943-9349  
Mention BDEI3 at The Evergreen State College.  
Please call or email Jodie Kirkwood [kirkwooj@evergreen.edu](mailto:kirkwooj@evergreen.edu), 360-867-6192 if problems.

The College will pay the hotel directly for participants' allowable hotel expenses (room, tax) directly. Participants will be charged for items (such as phone) not covered by the grant.

**Travel Arrangements:** The workshop will run from 5pm Monday Dec. 13 through 1pm Wednesday. Travel arrangements will be made through the College's Travel Agency, Classic Travel. The closest airport is Seattle-Tacoma International (SEATAC). Before they can be ticketed, participants must return an original (not faxed) signed Personal Services Contract (PSA) to the college; you will receive via e-mail a PSA form to complete. Breakout group leaders should plan to stay through 5pm Wednesday to complete the first draft of the workshop report.

Participants must use Classic Travel for us to purchase tickets.  
(360) 764-6066; (800) 257-0183  
Washington State Travel Regulations:  
Only in extraordinary circumstances will we reimburse airfare not contracted through Classic, in which case you must have a fare less than or equal to a rate quoted by Classic.

**Transfers between the Airport and Hotel:** Please make your own arrangements through Black Hills Airport Service (360 786-0636; fax: 360-786-0641). Please mention BDEI3 at The Evergreen State College for a special rate. We are investigating paying transfers for you directly. Allow 1-hour travel time between Olympia and the airport, but note (for arrival) that the Van Service runs about every two hours; we will try to schedule a special van to pick up immediately following Wednesday lunch.

**Transportation in Olympia:** We will provide van service between the Hotel and Evergreen (10-15 min), and the Hotel and Restaurant (5 minute walk), as per the Workshop Agenda (generally during the half hour preceding the event).