

**ADMINISTRATIVE INSTRUCTIONS**  
**U.S. Army Museum System Training Course**  
**Fort Eustis, Virginia**  
**6 -11 June 2010**

**ACCOMMODATIONS/HOTEL BILLING ARRANGEMENTS:**

The Army Museum System Training Course will be held at the Newport News Marriott at City Center, 740 Town Center Drive, Newport News, VA. For reservations, call (757) 873-9299; Fax: (757) 873-9298, or go online to: [www.marriott.com/hotels/travel/phfoy-newport-news-marriott-at-city-center/](http://www.marriott.com/hotels/travel/phfoy-newport-news-marriott-at-city-center/). Mention you are attending the Army Museum System Training Course when making reservations. Rooms are \$80.00 (single or double occupancy), meeting the government per diem rate. All rooms are subject to state, local, and any occupancy taxes in effect at the time of the function. *Availability cannot be assured for reservations made after Friday, May 7, 2010.* Therefore, reservations will be taken on a space and rate availability basis. Early arrival will be accommodated if rooms are available. You will be asked for a credit card for incidentals. Hotel check-in time is 4:00 p.m.; check-out time is 11:00 a.m. The hotel accepts all major credit cards. Schedule of events requires that participants reside at the training site if you live outside of the Newport News, VA area. Registration will be held on Sunday, 6 June from 12:00 p.m. until 5:00 p.m. in the Newport News Marriott Hotel lobby.

The hotel offers a Fitness Center, onsite Restaurant, Lounge, and Café. Other amenities include wireless high-speed Internet access, concierge services, an indoor pool & whirlpool, and a gift shop.

**TRANSPORTATION:**

All participants requiring airline travel should use Newport News-Williamsburg International Airport when making airline reservations. The hotel does not provide free shuttle service. Estimated taxi fare is \$15.00 (one way). Automobile: The Newport News Marriott at City Center is nestled in the heart of the City Center at Oyster Point open-air shopping district, located off of Jefferson Avenue. The hotel is 5 miles from Newport News-Williamsburg International Airport. Parking is free for overnight guests of the hotel. Valet parking is \$12.00 per night. Day Guest parking is \$5.00 for valet parking, and complimentary off-site parking is also available. Pricing is subject to change.

**WEATHER:**

Average daily temperatures are 75-85 degrees during the day and 65+ degrees at night. There is a possibility of experiencing rain showers during your stay in Virginia.

**DRESS:**

Sessions & Museum Visits: Casual, comfortable clothing and walking shoes

Reception Attire: Casual

Banquet Attire: Civilians- Semi-formal; Military- Dress Blues/Class A with Bow Tie

**MEALS:**

The Sunday evening reception is planned at the Newport News Marriott. The Thursday Banquet dinner will be charged to each participant's hotel room. Participants not residing at the hotel must pay for the banquet with a check made out to "Marriott at City Center". Please give your payment to either Matthew Fraas or David Hanselman from the U.S. Army Transportation Museum. Each participant is expected to make one selection from a choice of three entrees with varying prices. For those that do not make a selection, a vegetarian meal will be submitted on their behalf unless the POC is notified otherwise. Please let us know if you have any special dietary needs. (Meal selection to be made on separate Registration Form).

The City Center at Oyster Point is also home to many restaurants and dining establishments located within walking distance, including *Aromas Specialty Coffees & Bakeshop*, *Fountain Plaza Café*, *Red Star Tavern*, and the famous *Jamestown Pie Company*. For a complete list of nearby eateries and shops, check out: [www.citycenteratoysterpoint.com](http://www.citycenteratoysterpoint.com). Additional information will be provided in your packet at Registration/Check-In.

**REGISTRATION:**

No registration fee is required this year.

**“SHOW AND TELL”:**

Bring your videotapes, brochures, museum materials, job listings, etc., for information exchange.

**GOING GREEN:**

We’re recycling canvas bags this year. Bring a bag from a past conference to carry all of your important papers.

**EARLY BIRDS:**

If arriving early on Sunday, 6 June, you have the opportunity to visit a variety of museums and historical attractions in the Hampton Roads area. Here are only a few suggestions: The Historic James River Plantations, [www.jamesriverplantations.org](http://www.jamesriverplantations.org); The Mariners’ Museum, [www.mariner.org](http://www.mariner.org); Endview Plantation, [www.endview.org](http://www.endview.org); Lee Hall Mansion, [www.leehall.org](http://www.leehall.org); and the Hampton Roads Naval Museum, [www.hrrnm.navy.mil](http://www.hrrnm.navy.mil).

**LOCAL ARRANGEMENTS:**

POC for local arrangements are-

- Matthew Fraas, U.S. Army Transportation Museum, (757) 878-1115; email: [matthew.fraas@us.army.mil](mailto:matthew.fraas@us.army.mil)
- David Hanselman, U.S. Army Transportation Museum, (757) 878-1115; email: [david.hanselman@us.army.mil](mailto:david.hanselman@us.army.mil)

**HOTEL SMOKING POLICY:**

The Newport News Marriott at City Center has a strict non-smoking policy. Smoking is not permitted inside the hotel or conference center. Designated smoking areas are located outside.