Legislative Energy Horizon Institute 2019

**Two Step Travel Fact Sheet (for PNWER - Energy Council or Local Policymaker Delegates)**

Richland, WA Saturday- Tuesday, July 6 - 9, 2019

Washington, D.C. Thursday – Saturday October 24 – 26, 2019

For travel related questions, please contact Jeff Morris at [jeff@ehorizoncorp.com](mailto:jeff@ehorizoncorp.com) or 360-941-5678

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| **Richland, WA: Saturday July 6 – Tuesday, July 9, 2019** | |
| Logistics | Class schedule:  Fri. July 5- Optional Field trip to Ice Harbor Dam/Hydro Generation facility if you arrive at hotel by 1pm. Sat. July 6- Class starts at 9am – please arrange your travel to be in Richland before then.  Tues. July 9- Class concludes at 12pm  *If you would like to do other meetings while in Richland, please arrive a day or early or stay after the class concludes. The hotel group rate will be available at cost to the attendee* |
| Hotel | LEHI Hotel:  Courtyard by Marriott, Richland Columbia Point  480 Columbia Point Drive, Richland, WA 99352  Reservations: **Attendees are responsible for making their own reservations**  Reservation link: [**Book your group rate for 2019 Legislative Energy Horizon Institute**](https://www.marriott.com/events/start.mi?id=1553191520005&key=GRP)  To book by phone, call 509- 942-9400 and mention 2019 Legislative Energy Horizon block  Hotel block cutoff date: June 12, 2019  Billing:  You are responsible for your hotel the evenings of July 5, 6, 7, and 8, 2019. **You will be responsible for any additional room nights.**  Cancellation:  If your plans change for any reason, you are responsible for cancelling your hotel reservations. If you neglect to cancel your own reservations, we will not cover late cancellation charges. |
| Air Travel | Travel:  You are responsible for making your own travel arrangements. Please book your flights as early as possible to secure the lowest fare. Attendees should fly into the Pasco Airport (PSC)  Reimbursement:  You will be reimbursed by your sponsoring organization. Please consult them for more information as to what receipts are required for submission, the expense report they require, and the date in which you must submit everything. |
| Ground Travel | Once you have booked your flight, please email your arrival and departure time to [jeff@ehorizoncorp.com](mailto:jeff@ehorizoncorp.com) and we will arrange for pick up from the airport. Please look for the Legislative Energy Institute sign when you exit the restricted terminal area towards baggage claim. If you miss your flight or it is delayed, please call or text Jeff at 360-941-5678 |
| Cancellation | You are responsible for canceling your own hotel room- if you do not cancel your own hotel room you will be charged for any fees incurred for the unused room. If you cancel your participation or change your travel plans, please consult your sponsoring organization |
| **Washington, D.C. : Thursday, Oct 24 – Saturday, Oct 26, 2019** | |
| Logistics | Class schedule:  Thurs. Oct 24- Class starts at 8am – please arrange your travel to be in D.C. before then.  Sat. Oct 26- Class concludes 12pm  *If you would like to do other meetings while in D.C., please arrive a day or early or stay after the class concludes. The hotel group rate will be available before and after the event and will be your responsibility to cover those additional room night fees.* |
| Hotel | LEHI Hotel:  Hyatt Regency Washington  400 New Jersey Avenue, N.W.  Washington, D.C. 20001  Reservations:  **Attendees are responsible for making their own reservations**  Reservation link: <https://www.hyatt.com/en-US/group-booking/WASRW/G-PWNE>  To book by phone, call 202-737-1234 and mention PNWER/NCSL  Hotel block cutoff date: September 16, 2019. Our room block is limited, please make your reservations early to ensure availability.  Billing:  You are responsible for your hotel the evenings of October 23, 24, and 25. **You will be responsible for any additional room nights.** (We have found that D.C. hotels are often booked out, so if you want to come early or stay late, please make your reservations as early as possible).  Cancellation:  If your plans change for any reason, you are responsible for cancelling your hotel reservations. If you neglect to cancel your own reservations, we will not cover late cancellation charges. |
| Air Travel | Travel:  You are responsible for making your own travel arrangements. Please book your flights as early as possible to secure the lowest fare.  Reimbursement:  You will be reimbursed by your sponsoring organization. Please consult them for more information as to what receipts are required for submission, the expense report they require, and the date in which you must submit everything. |
| Ground Travel | Directions from Union Station:   * Union Station is located 3 blocks from the Hyatt Regency. * Exit the station and walk toward the U.S. Capitol, following the first small section of the semi-circle that is adjacent to the station * Turn right onto E Street, NW * After one block, you will cross North Capitol Street. The Capitol dome will be clearly visible to your left * Continue on E Street for one block, and then turn left onto New Jersey Ave, NW * The Hyatt Regency is on the first block, on your right * This walk is slightly downhill and quite feasible if you are using wheeled luggage. |