

**Improving Observing Network Coordination**  
**Millennium Hotel**  
 May 17-19, 2010  
 - Monday, Tuesday, Wednesday -  
 (Begins at 1:00 PM on Monday; ends at 1:00 PM on Wednesday)

**Travel Arrangements for Guests made by**  
**NCAR, Integrated Science Program**

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PLEASE Print

<b>Name</b> (as it appears on your I.D.)	
<b>Date of birth</b> (required by airlines)	
<b>Passport Number</b> (International participants, please provide copy of passport)	
<b>Departure date</b>	
<b>Preferred time</b>	
<b>Return date</b>	
<b>Preferred time</b>	
<b>Departure city and airport</b>	
<b>Preferred airline carrier</b>	
<b>Frequent flyer number &amp; seat preference**</b>	
<b>Transportation</b>	<i>Traveler/guest responsible for making/paying for own car rental arrangement. Supper Shuttle will be reimbursed, taxis and rentals cars will not.</i>
<b>Hotel arrangements</b>	NCAR will reserve and pay for a single room each night associated with the meeting dates. <i>Additional nights will be your responsibility, as well as any incidentals charged to your room.</i>
	Please indicate number of guests: <i>You will be responsible for paying for guests.</i>
	<b>Check-In Date:</b>
	<b>Check-Out Date:</b>

Please e-mail or fax this form to:  
 Michelle Rangel [mrangel@ucar.edu](mailto:mrangel@ucar.edu)  
 FAX: 303-497-2434

*\*\*Please understand that while we will try and accommodate your requests, they are not guaranteed.*