## 106 Essentials Course: Tulsa, OK

"The Section 106 Essentials" course will be held on Monday, October 20 and Tuesday, October 21, 2008

**Important note:** Classes are filled on a first come/first served basis of registrations received with payment at the Advisory Council on Historic Preservation (ACHP). You must be confirmed by the ACHP to be admitted to class. The course is held in conjunction with the National Trust for Historic Preservation Annual Meeting. <u>Registering for the National Trust for Historic Preservation Annual Meeting does not register you for the ACHP Section 106 Essentials Course.</u>

**Registration:** For individuals paying by credit card, on-line registration is available and can be accessed at <a href="http://www.achp.gov/106essentials.html#forms">http://www.achp.gov/106essentials.html#forms</a>. For group registrations and for individuals paying by check or SF 182, registration forms must be downloaded at <a href="http://www.achp.gov/106essentials.html#forms">http://www.achp.gov/106essentials.html#forms</a> and faxed to 202-606-5073.

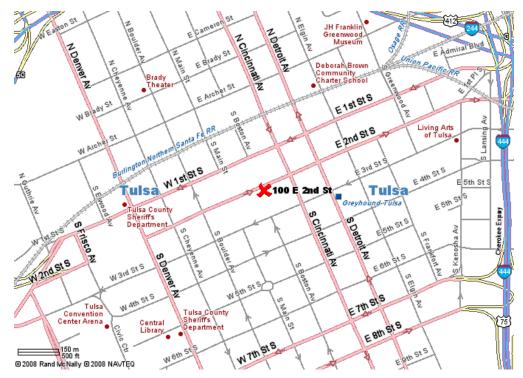
**Course Location and Accommodations:** The course is being held at the Crowne Plaza Hotel Tulsa, 100 East 2<sup>nd</sup> Street, Tulsa, OK 74103. To reserve your room at the Crowne Plaza, phone 918-582-9000 and use conference code NHS to receive the \$112 rate. More information about the hotel can be found at: <a href="http://www.cptulsahotel.com">http://www.cptulsahotel.com</a>. Sleeping accommodations are also available at the Doubletree Downtown, 616 W. 7<sup>th</sup> Street. Phone 918-587-8000 for reservations and use conference code NTH to receive the \$109 rate. More information on the Doubletree can be found at <a href="http://www.tulsadowntown.doubletree.com">http://www.tulsadowntown.doubletree.com</a>.

It is recommended that you make your reservations early, as the rooms are likely to sell out. Reservations must be made by September 26, 2008. Reservations made after that date will be accepted on a space available basis at whatever rate is available at the time of the reservation.

## Traveling to Tulsa: Tulsa International Airport, <a href="http://www.tulsaairports.com">http://www.tulsaairports.com</a>

Airport Ground Transportation: Taxi fares from the airport to downtown Tulsa average \$22.

Free shuttle service is available from both the DoubleTree and Crowne Plaza hotels. Upon airport arrival, call the appropriate hotel from the designated courtesy phones by baggage claim. Schedule return trips to the airport at each hotel bell stand.



**Local Information:** The Crowne Plaza Hotel is located just a few blocks from Tulsa's Historic Route 66 Blue Dome District, the historic Brady Theater, Cain's Ballroom and Oklahoma Jazz Hall of Fame. By the end of the 1920, when art deco was born, Tulsa was known as "Terra Cotta City" for its beautiful art deco. Many of these remaining buildings are listed on the National Register of Historic Places.

**Registration:** Registration will be located outside the Tulsa Ballroom on Monday, October 20 at 8:00 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

**Schedule:** *The Section 106 Essentials* course runs from 8:30 am to approximately 4:30 pm each day. Short breaks will be given in the morning and afternoon. There will be a break for lunch, which is on your own.

**Meals:** Light morning fare will be provided each morning along with an afternoon break each day. The cost of these food functions is included in the registration fee. All other meals are on your own.

**Attire for Training Course:** Attire for the course is casual. Also, please keep in mind that hotel meeting rooms tend to be cool, so plan to bring a sweater or jacket.

**Cancellations:** If made at least 14 days prior to the start of the course, registrants who cancel will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

**Questions:** If you have any questions about logistics or the course, please contact Cindy Bienvenue at <a href="mailto:cbienvenue@achp.gov">cbienvenue@achp.gov</a> or 202-606-8521.

We have a great training course planned for you and look forward to seeing you there!