

REGISTRATION FORM

**INFORMATION TECHNOLOGY MANAGERS' MEETING
February 16 - 17, 2005**

MEETING LOCATION: **USDA BUILDING
6501 BEACON DRIVE
KANSAS CITY, MISSOURI**

HOTEL LOCATION: **SHERATON SUITES HOTEL
700 WEST 47TH STREET
KANSAS CITY, MISSOURI
816-931-4400 (Hotel Direct)
888-627-7043 (Reservations)**

Company Name: _____

Company Address: _____

Company Numbers: Phone: _____ **Fax:** _____

E-Mail Address: _____

**PARTICIPANT INFORMATION
(Please Print)**

Participant's Name	Any Special Accommodations for the Meeting

***** Please submit one registration form per office listing all participants.*****

**Please fax or e-mail to Velerie Eddleman by January 26, 2005.
Training Center Fax Number: (816) 926-1825
E-mail your response to: velerie.eddleman@kcc.usda.gov**

INFORMATION TECHNOLOGY MANAGERS' MEETING

DATE: **Wednesday, February 16** **1:00 p.m. to 5:00 p.m.**
 Thursday, February 17 **8:30 a.m. to 4:00 p.m.**

MEETING LOCATION: **USDA Building**
 6501 Beacon Drive
 Kansas City, Missouri

You will be required to show a government picture i.d. (driver's license or passport) for entrance to the USDA building.

HOTEL RESERVATIONS: **A block of sleeping rooms has been reserved for this meeting at the Sheraton Suites Hotel.**

Reservations need to be made by individual call-in to the hotel. (RMA will not be submitting a rooming list.)

Please contact the hotel directly at 888-627-4400 to make your reservation by January 26, 2005. Ask to be included in the "RMA Block" to receive the conference rate.

MEETING REGISTRATION: **Even though RMA is not submitting a rooming list to the hotel, all participants need to register for the meeting by submitting the attached form by January 26, 2005. Please e-mail the registration form to Velerie Eddleman at velerie.eddleman@kcc.usda.gov or fax it to 816-926-1825.**

SLEEPING ROOM RATE: **\$98.00 plus tax for single occupancy**
 \$118.00 plus tax for double occupancy

The hotel does provide coffee makers, hair dryers, irons, and ironing boards. There is an indoor pool and a restaurant on-site.

GROUND TRANSPORTATION: **The KCI Shuttle provides transportation to the Sheraton Suites Hotel for \$16.00 each way. You can purchase a ticket in any airport baggage claim area.**

Directions from the KCI Airport to the Sheraton Suites on the Plaza

1. As you leave the airport, you will be on Cookingham Drive. Proceed northeast on Cookingham Drive for 1 ½ miles until you reach US-71 S / I-29 S.
2. Take the US-71 S/I-29 S exit toward Kansas City. Proceed south approximately 15 miles.
3. Merge onto I-35 South and follow it for approximately 2 miles.
4. Take the Southwest Trafficway exit (exit number 1A) on the left. Follow Southwest Trafficway for approximately 2 ½ miles. Southwest Trafficway becomes Belleview Avenue.
5. Turn left onto US-56/W. 47th Street. The hotel will be on your left. There is a parking garage below the hotel.

Directions from the Sheraton Suites Hotel to the USDA Building

1. Start out going east on US-56/W. 47th Street toward Jefferson Street.
2. Turn right onto US-56/Brookside Boulevard.
3. Turn a slight left onto US-56/Volker Boulevard. Continue to follow US-56 E for approximately 1 ½ miles.
4. Merge onto US-71 S/Bruce Watkins Drive and proceed south for approximately 2 miles.
5. Take the 63rd Street exit. Turn left onto 63rd Street and go east for approximately 2 miles.
6. Turn right onto Winchester Drive and proceed up the hill.
7. Turn right onto Beacon Drive. The USDA Building will be on your right. Please park in the Visitor's Parking lot south of the building. You will need to enter the building using the south door by the guard's desk.

All non-government participants will need to go through security. You will be asked to turn on all electronic equipment as laptops, cell phones, palm pilots, etc. Please bring a government picture i.d. (driver's license or passport) for admittance to the building.