

# 106 Essentials Course: Portland, ME

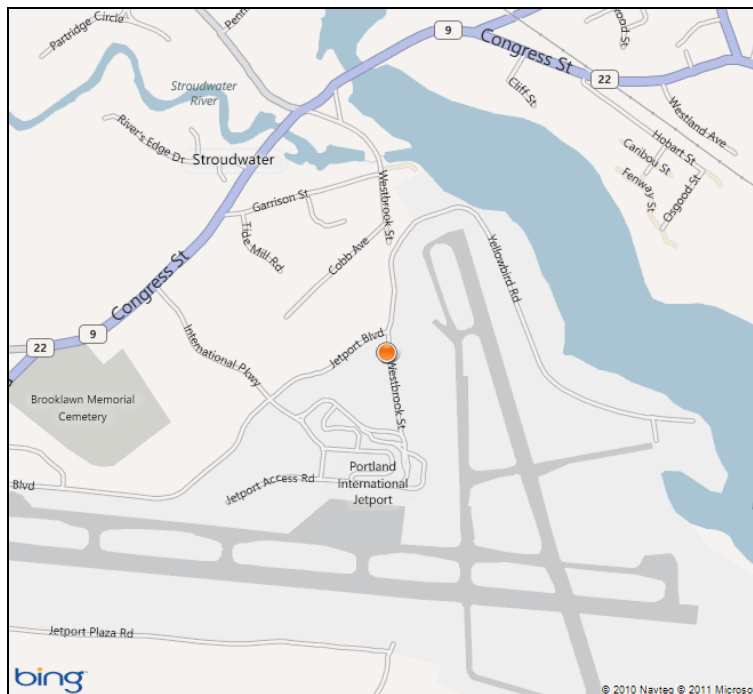
“The Section 106 Essentials” will be held on Tuesday and Wednesday, June 5-6, 2012

**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.

**Registration:** Payment may be made by on-line credit card registration or by check or SF 182. Go to: <http://www.achp.gov/106essentials.html> to register.

**Course Location and Accommodations:** The course is being held at the Embassy Suites Portland, 1050 Westbrook Street, Portland, ME 04102. ([http://embassysuites1.hilton.com/en\\_US/es/hotel/PWMAPES-Embassy-Suites-Portland-Maine/index.do](http://embassysuites1.hilton.com/en_US/es/hotel/PWMAPES-Embassy-Suites-Portland-Maine/index.do)).

A limited block of rooms has been secured for attendees for Monday and Tuesday, June 4-5, at the government rate of \$92 for a single occupancy plus applicable state and local tax (7%). The hotel is offering two room suites, full American breakfast, and complimentary shuttle service from the airport. **It is recommended that you make your reservations early, as the rooms are likely to sell out. Reservations must be made by May 12, 2012.** Reservations made after that date will be accepted on a space available basis at whatever rate is available at that time. **To reserve your room**, call 1-800-753-8767 and request the group rate for the ACHP. Cancellations within 72 hours of arrival date will be billed for one night's room and tax. There is a \$50 early departure fee for guests who check out early.



**Traveling to Portland:** The Portland International Jetport is 1 mile and 2 minutes driving time to the Hotel.

**Airport Ground Transportation:** The Embassy Suites provides complimentary airport shuttle service 24 hours a day. Arriving guests should call from the courtesy phone in the baggage claim area. Taxi service is available at approximately \$5.00.

**Driving Directions to the hotel:** Go to [http://embassysuites1.hilton.com/en\\_US/es/hotel/PWMAPES-Embassy-Suites-Portland-Maine/directions.do](http://embassysuites1.hilton.com/en_US/es/hotel/PWMAPES-Embassy-Suites-Portland-Maine/directions.do)

**Parking:** There is free on-site parking.

**Hotel and Local Information:** Guests of the Embassy Suites Portland stay in newly renovated, spacious two-room suites. All accommodations feature: two flat screen televisions; refrigerator, microwave oven and coffee maker; complimentary wireless high-speed Internet access. The Embassy Suites Portland is conveniently located only 500 yards from the Portland Jetport. From the hotel's front door, it's 1 mile to the Maine Mall, and 4 miles to museums, galleries, and restaurants. Casco Bay Cruises, Downtown, and the Water Front are also in the local vicinity.

**Registration:** Registration will be located outside the conference room on Tuesday 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 a.m. to approximately 4:30 p.m. each day. Short breaks will be given in the morning and afternoon with a longer break for lunch.

**Meals:** Light morning fare and an afternoon snack are provided each day. The cost of this food is included in your 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:** Registrants who cancel at least 14 days prior to the start of the course 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 [cbienvenue@achp.gov](mailto:cbienvenue@achp.gov) or 202-606-8521.

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