

**NECAP Science Assessments  
Item Review Committee**  
August 11-12, 2009  
**Attitash Grand Summit Hotel**  
Route 302  
Bartlett, NH 03812  
[www.attitash.com/grandsummit.html](http://www.attitash.com/grandsummit.html) (phone: 800-223-7669)

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## REIMBURSEMENTS

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**All forms** will be handed out at the beginning of the meeting for your stipend, meals, and mileage.

**Stipend:** \$100 per day for each participant.

**Dinner** will be reimbursed at the rate \$25 for dinner on August 10<sup>th</sup> and 11<sup>th</sup>. You do not need to keep receipts for meals.

**Mileage:** Participants who drive their own cars will be reimbursed for mileage based on the federal rate at the time of the meeting. Participants who carpool will not be eligible for mileage.

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## HOTEL ACCOMMODATIONS:

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Measured Progress will pay for your hotel room for the nights of August **10 and 11**. Committee members will be responsible for incidentals (e.g., phone, Internet, movies, room service). Each committee member will have their own hotel room; you do not have to share rooms. **If you DO NOT need a hotel room for the night of the 10<sup>th</sup>, please contact Kellie Beaulieu at 800-431-8901 or by email [beaulieu.kellie@measuredprogress.org](mailto:beaulieu.kellie@measuredprogress.org), otherwise a reservation will be made for you.**

**Directions:** Please use the address above to get directions to the hotel either through Google, MapQuest, or by contacting the hotel at 800-223-7669.

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## SCHEDULE:

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August 11: breakfast will be served 7:30 – 8:30 a.m. The meeting will kick-off at 8:30 a.m. with training and calibration activities. There will be a break as people move to their committee rooms to begin the review. Lunch will be provided. The meeting will conclude at 5:00 p.m.

August 12: breakfast will be served from 7:30 – 8:30 a.m. The meeting will run from 9:00 to 5:00. Lunch will be provided. The meeting will conclude by 5:00 p.m.

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## EMERGENCY NUMBERS:

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Heather Heineke: (w): 401-222-8493  
Peter McLaren: (w) 401-222-8454  
Kellie Beaulieu (Measured Progress): 800-431-8901

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## OTHER COMMON QUESTIONS:

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**What is the dress code?** Casual and comfortable but professional. Hotels tend to have finicky heating and cooling systems so it is recommended that you dress in layers.

**What else do I need to bring?** All materials needed for your work will be provided, including copies of the Science Assessment Targets. Please review the science assessment targets and GSEs for your grade span prior to attending the meetings – it will make training go much faster.

**Do I need to keep receipts?** Not for the dinner reimbursement. You will be reimbursed the standard meal rate regardless of what you spend or what you order for dinner. **You do need to keep toll receipts.** These should be submitted along with your mileage.