

NECAP Science Assessments
Bias and Sensitivity Review Committee
August 10-12, 2009
Attitash Grand Summit Hotel
Route 302
Bartlett, NH 03812
www.attitash.com/grandsummit.html (phone: 800-223-7669)

REIMBURSEMENTS:

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 10th and 11th. 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.

HOTEL ACCOMMODATIONS:

Measured Progress will pay for room & tax 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 need a hotel room for the night of August 9, please contact Kellie Beaulieu at 800-431-8901 or by email beaulieu.kellie@measuredprogress.org.**

Directions: Please use the address above to get directions to the hotel either through Google, MapQuest, or by contacting the hotel. Measured Progress will typically send an informational email to all participants a week before the meetings, but we like we you propose as well.

SCHEDULE:

August 10: lunch will be served from 12:30-1:30 p.m. The meeting will kick-off at 1:30 p.m. with training and calibration activities. The meeting will conclude by 5:00 p.m.

August 11: breakfast will be served from 7:30-8:30 a.m. The meeting will run from 8:30 a.m. to 5:00 p.m. Lunch will be provided.

August 12: breakfast will be served from 7:30-8:30am. The meeting will start at 8:30 a.m. and should conclude by 4:00 p.m. Lunch will be provided.

EMERGENCY NUMBERS:

Heather Heineke: (w): 401-222-8493
Peter McLaren: (w) 401-222-8454
Kellie Beaulieu (Measured Progress): 800-431-8901 x2156
Attitash Grand Summit Hotel: 800-223-7669

OTHER COMMON QUESTIONS:

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.