

# Interagency Education Summit

Educating interagency experts  
through greater cooperation

June 15-16, 2011  
Fort Leavenworth, Kansas



Command and General  
Staff College Foundation, Inc.



U.S. Army Command and General Staff College



Col. Arthur D. Simons Center

## ADMINISTRATIVE INSTRUCTIONS

### TRANSPORTATION TO/FROM KANSAS CITY

**By Air:** For those traveling to Kansas City by air, please follow the signs to baggage claim after landing. At the baggage claim area, use the courtesy phone to contact the Kansas City Airport Marriott for pickup. A complimentary Marriott shuttle will pick you up immediately outside baggage claim from the center concrete island. The shuttle will transfer you the short distance to the hotel. You do not need to rent a car for this trip.

Following the conference closing session on Jun. 16, shuttles will be available at the Marriott to transfer you and your luggage to the airport. Shuttles depart every 20 minutes.

**By Car:** The Kansas City Airport Marriott is located on Brasilia Road near both Interstates 29 and 435. Complimentary parking is available for hotel guests at the Marriott. Please plan to arrive at the hotel by 6:00 p.m. on Jun. 14 in order to check in and register for the conference prior to the first session.

If you experience any last minute travel delays or changes, please contact Ann Soby at 913.651.0624 or [ann@cgscf.org](mailto:ann@cgscf.org)

### LODGING

**KANSAS CITY AIRPORT MARRIOTT:** 775 Brasilia Avenue Kansas City, Mo. 64153  
ph- 816.464.2200

- 60 Rooms have been blocked at the government rate of \$86.00 per night for the period of June 14-16, 2011.

- Please click on the following link to book your room no later than May 25.

<http://www.marriott.com/hotels/travel/mciap?groupCode=iaeiaea&app=resvlink&fromDate=6/14/11&toDate=6/16/11>

- Upon check-in, a Marriott associate will direct you to the pre-registration booth for the Summit.
- Check-out time is 12:00 p.m. Participants should check out the morning of Jun. 16 prior to the summit or make arrangements for late checkout. You may secure your luggage with the Marriott until you depart for the Airport.

### TRANSPORTATION WITHIN KANSAS CITY

Chartered buses will be used to transport all summit participants to and from the Kansas City Airport Marriott and Fort Leavenworth. The hotel offers courtesy shuttles to local dining and shopping establishments within 20 miles of the hotel throughout your stay. You will not need to rent cars for this Summit.

## REGISTRATION

IA Education Summit attendees are asked to check in between 1 p.m. and 6 p.m. on Jun. 14. There will be a registration table set up on the Ballroom Corridor (lower level) of the Marriott, accessible by taking the staircase immediately adjacent to the lobby and the hotel entry way.

## MEALS

### Wednesday, Jun. 15

- A continental breakfast will be served at the Lewis and Clark Center prior to the Summit.
- Lunch will be provided with the Keynote Speaker Program on *Interagency Operational Needs*.
- A reception follows Day 1 of the Summit with beverages and heavy appetizers at the Lewis and Clark Center.

### Thursday, Jun. 16

- A continental breakfast will be served at the Lewis and Clark Center prior to the Summit.
- Lunch will be provided with the Closing Remarks by Lieutenant General Robert Caslen.

**\*\* Dietary Needs.** A majority of meals will be provided during the summit sessions. We would like to accommodate special dietary requirements, so please send your preferences to [ann@cgscf.org](mailto:ann@cgscf.org).

## ATTIRE

Interagency Education Summit participants are requested to wear business casual attire. Average June temperature in the Kansas City area range between 68°F - 90°F with 30% humidity.

Recommended attire includes:

- Wednesday: Business casual (coats for men; tie optional)
- Thursday: Business casual (coats for men; tie optional)

## SUMMIT STAFF

The following personnel are available to assist you throughout your visit.

Ray Barrett	913.682.7244	<a href="mailto:rbarrett@TheSimonsCenter.org">rbarrett@TheSimonsCenter.org</a>
Ann Soby	913.651.0624	<a href="mailto:ann@cgscf.org">ann@cgscf.org</a>
Anthony Lang	913.684.2797	<a href="mailto:anthony.lang@us.army.mil">anthony.lang@us.army.mil</a>
Tim O'Hagan	913.684.2443	<a href="mailto:tim.ohagan@us.army.mil">tim.ohagan@us.army.mil</a>