

U.S. Fish and Wildlife Service  
National Conservation Training Center  
Information Technology and Registrar (ITR)  
698 Conservation Way  
Shepherdstown, WV 25443  
Phone: 304-876-7220 Fax: 304-876-7260  
Website: [training.fws.gov](http://training.fws.gov)  
Email: [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov)

Office Use Only  
Facilities Approved

## Course Logistics Form (Revised 09/16)

Please complete each section, including billing, and email to [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov) or fax to 304-876-7260. We are unable to process incomplete applications. If the requested information does not apply to your course, please mark that section as N/A.

### 1. Course Information

Current Date: \_\_\_\_\_

Course Code/Title: \_\_\_\_\_

Course Leader: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Training Technician: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Agenda (Please separately provide a thorough, day-to-day agenda)

Check-in Date: \_\_\_\_\_ Check-in time is between 1 pm – 9 pm, checkout time is until 12 pm.

Course Start Date: \_\_\_\_\_ Daily Start/End Times: \_\_\_\_\_ to \_\_\_\_\_

Course End Date: \_\_\_\_\_ Time Course Starts on First Day \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Time Course Ends on Last Day \_\_\_\_\_

### 3. Class Participants (Listing will be provided by Training Server generated roster report)

Number of Requested Onsite Lodging Rooms: \_\_\_\_\_ Total Participants Expected: \_\_\_\_\_  
(Please include your instructors and facilitators in your requested room block.)

Number of Participants Staying Offsite: \_\_\_\_\_ Number of Participants Commuting: \_\_\_\_\_  
(Offsite lodging, directions, and map information may be obtained from our website at [training.fws.gov](http://training.fws.gov).)

### 4. Break/M meal Schedule

Breakfast is served from 6:45-8:30 am

Lunch: (between 11:30 am - 1:00 pm) \_\_\_\_\_

Dinner is served from 5:30-7:00 pm

Break Service: (Check one each for morning and afternoon.)

Morning Breaks: \_\_\_ 9:30-10:00 OR \_\_\_ 10:00-10:30 Afternoon Breaks: \_\_\_ 2:00-2:30 OR \_\_\_ 2:30-3:00

**5. Meals and Lodging**

Participants who lodge onsite must participate in the NCTC Meal Plan that begins with dinner on the day of check-in and ends with lunch on the day of checkout. Guests who lodge offsite or commute may elect to take their meals a la carte or purchase a lunch pass. **Offsite groups of 25 or more MUST make arrangements in advance to purchase lunch passes.** Credit for missed meals is not given. Late arrivals and early departures may be accommodated with advance notice. (Note: Rates subject to change.)

Meal & Lodging Package Rates for Onsite Participants:  
FWS -- \$137.00/person/day                              Instructors -- \$137.00/person/day  
BLM/NPS Partners -- \$137.00/person/day    All Others -- \$137.00/person/day

Lunch Pass for Offsite & Commuter Participants:  
"One Time Through" Lunch Pass - \$8 per pass \_\_\_\_\_ # Passes for \_\_\_\_\_ # Days  
"All You Can Eat" Lunch Pass - \$12 per pass \_\_\_\_\_ # Passes for \_\_\_\_\_ # Days

Do you require a bagged meal? \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      If yes, please submit Bag Meal Request Form 3 days prior to need.

**6. Catering (Please see the NCTC Catering Guide and Order Form for prices and policies)**

Will you be requesting Special Catered Events such as socials, dinners, or picnics? \_\_\_\_\_ Yes                      \_\_\_\_\_ No  
If yes, please submit Catering Request Form no later than 14 days prior to course start date.

**7. Facility Rental - Meeting Room assignments are based on availability and the best use of the facility.**

See Section 8 below for standard amenities in each classroom. Please note: "Other" setups may incur additional charges that will be billed to the sponsoring agency/organization. Please provide a diagram for "Other" setup requests.

Please Check for Room and Circle Setup Type

- |                            |  |
|----------------------------|--|
| 24-Seat Class 158IW        | U, Theater, Chevron, Standard, Other _____ |
| 24-Seat Class 107IE        | U, Theater, Chevron, Standard, Other _____ |
| 25-Seat Rounds 154IW       | U, Theater, Chevron, Standard, Other _____ |
| 25-Seat Rounds 103IE       | U, Theater, Chevron, Standard, Other _____ |
| 36-Seat Classroom 160IW    | U, Theater, Chevron, Standard, Other _____ |
| 36-Seat Classroom 111IE    | U, Theater, Chevron, Standard, Other _____ |
| 36-Seat Classroom 105IE    | U, Theater, Chevron, Standard, Other _____ |
| 45-Seat Classroom 161IW    | U, Theater, Chevron, Standard, Other _____ |
| Tiered 24-Seat Class 156IW | Tiered                                     |
| 36-Seat Class 114IE        | Tiered                                     |
| 60-Seat Classroom 151IW    | Tiered                                     |

*For Seminar Rooms: please note number of rooms and days required, if other than full session.*

8-Seat Seminar Room	_____
14-Seat Seminar Room 101IE	_____
Video Conferencing Room	_____

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|-------------------------------------|---|
| Roosevelt Room                      |   |
| Gymnasium                           |   |
| Computer Lab G24IE (24-Seat)        | (Please complete Computer Lab request form) |
| Computer Lab 109IE (20-Seat)        | (Please complete Computer Lab request form) |
| GIS Computer Lab G30IE (18-Seat)    | (Please complete Computer Lab request form) |
| Aquatic Resources Lab G21L          | (Please complete Science Lab request form)  |
| Biomedical Lab 121L                 | (Please complete Science Lab request form)  |
| Biology Lab (fixed stations) 217L   | (Please complete Science Lab request form)  |
| Biology Lab (movable stations) 218L | (Please complete Science Lab request form)  |

## 8. Audiovisual and Logistical Setups/Services

### A Classroom Standard setup includes:

- Rectangular tables	- High-back student chairs	- Dry-erase whiteboard
	- Two easel flipcharts on stands	- TV
- Desktop computer connected to classroom projection system	- Size-80 carousel slide projector (Available upon request)	- DVD/VHS (Available upon request)
- Computer-ready rear-screen video projection system	- Internet connectivity - please notify of need	- Instructor table
		- Lectern

### A Seminar Room Standard setup includes:

- Oval table	- Dry erase whiteboard	- High-back student chairs
- One easel flipchart on stand	- Does not include AV equipment	

\*Event sponsors can be held fiscally responsible for any requested electronic equipment should it be damaged, lost or stolen.

\*The standard setup equipment use cost is covered in the facility rental fee. Auditorium and 36-seat classrooms also include size-80 carousel dual-slide projectors.

\*If you require additional equipment or services beyond the standard setups described above, please check below.

Easel Charts	Wireless Microphone **	Video Conferencing (\$150/1 <sup>st</sup> hr, \$50/ea hour additional)
Overhead Projector**	Video Camera/Tripod (\$20)	Weekend/Eve AV Assist (\$50/hr)
LCD/Video Projector**	Portable PA System **	Staffed Registration Table (\$50/hr)
TV Stand**	Class Photo (\$2 ea)	Late Afternoon Break @ 3pm or 3:30pm (\$50 per break)
Slide Projector**	Laser Pointer	Coffee Break/Person @ Alt. Location (\$2.50 per person)
Portable Screen**	Video Cassette (\$5 ea)	Security (\$45/hour/guard)
Amplified Headset	Computer Disks (\$10/box)	Videotaping (\$50/hr)
Internet Access**	DVD Player**	Audio Cassette (\$5 ea)/Recorder (\$10 ea)
Audio Conferencing **		
Dining Hall Dividers/Meeting**		
6' Registration Table(s)**	Check Location: Main Entry , Commons	
Display Table(s)**	Check Location: Main Entry , Commons , Instructional East , Instructional West	

\*\*Additional fees may be assessed.

## 9. Shuttle

If you or your participants desire standard shuttle service, contact **Hotel Reservations** at 304-876-7900 or **1-877-706-NCTC** no later than 14 days prior to the start of the event.

Office hours are M-F, 8am-6pm. The fax number is 304-876-7910 and the TTY is 304-876-7201.

### Standard Shuttle Schedule:

#### Sunday or Monday Federal Holiday Arrivals:

- Depart Dulles at 1pm, arrive NCTC at 3pm
- Depart Dulles at 4pm, arrive NCTC at 6pm
- Depart Dulles at 7pm, arrive NCTC at 9pm

#### Friday Departures:

- Depart NCTC at 1:30pm, arrive Dulles at 3:30pm
- Depart NCTC at 4:30pm, arrive Dulles at 6:30pm

The one-time fee of \$100.00 secures a one-way or round-trip service and is payable upon checkout at the NCTC Front Desk.

Will your participants require use of a non standard shuttle? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Mid-Week Non-Standard Shuttles/Field Trips/Special Bus Requests:** Special shuttles, field trips, etc. are arranged on a limited basis and only by special request provided they are billed to the sponsoring agency/organization. The fee is \$90/hour with a 4-hour minimum charge of (\$360.00). If you desire these services, contact the Registrar on 304-876-7220.

**Shuttle Cancellation Policy:** All participants, including FWS and partner employees, must cancel their shuttle reservations *no later than 48 hours prior to the start of the event*. Otherwise, the credit card used by the participant to guarantee their room reservation or the billing account of the sponsoring agency/organization will be debited for the full shuttle cost. (Note: Rates subject to change.)

**10. Billing/Payment Method**

Additional Costs: Additional costs may be incurred for special classroom setups, catering, meals/lodging for selected instructors and/or selected participants, etc.

My Branch will pay for special facility costs, i.e. special setup fees, and catered events.  Yes  No

Participants will pay for their own meals, lodging, shuttle and other incidental costs upon check out.  Yes  No

There are special circumstances regarding Facility billing for this course.  Yes (Please note below)  No

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There are special circumstances regarding tuition payments for this course.  Yes (Please note below)  No

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My Branch has an Interagency Agreement in place in order to pay for this course.  Yes  No

Instructors pay at check out  Yes  No

Branch Name & Account Code \_\_\_\_\_

**11. NCTC Cancellation/Billing Policies**

Course Classroom/Facility Cancellation Policy: The ITR must be notified by email or in writing in cases where entire courses are cancelled. A Branch that cancels the entire course, drops a significant portion of their lodging block, or drops classrooms agrees to pay lost facility rental revenue when cancellations are made within the four week cancellation window and these rooms cannot be re-assigned.

A participant or organization may substitute another individual at any time to avoid a cancellation penalty.

Individual Cancellation Policy: If a participant cancels their room guarantee 4 weeks or less prior to the course check-in date, and fails to provide a substitution, they will be billed 100% of the room night costs and full rate of tuition for that course.

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Preparer's Signature