



# 2020 EMI SIG Annual Meeting Request for DOE Conference Tool Estimates

It's that time of the year again...

...time to submit Federal and Contractor travel information into the DOE Conference Tool for the [2020 EMI SIG Annual Meeting](#)!



Send your [conference planner/travel coordinator](#) a total of the following estimated Annual Meeting trip expenses:



Rental cars are NOT approved and will NOT be reimbursed



\$800/round trip	Airfare
\$24/daily valet parking	Valet Parking Only available Walnut Creek Marriot
\$23.30 SFO or \$21.30 OAK round trip fare	<a href="#">BART Fare Calculator</a> to Walnut Creek Marriot
\$165/four nights	<a href="#">GSA lodging rate</a>
\$49.50/Two travel days	<a href="#">Contra Costa County per diem</a>
\$66/Three M&IE days	
\$15/daily local transportation	<a href="#">Uber Rider Estimator</a> <a href="#">Lyft Fare Estimator</a>

Your Conference Planner/Travel Coordinator must enter attendee and travel expense estimates into the [DOE Conference Tool](#) for **Event #41831** no later than

**February 21, 2020**



The DOE Conference tool is for budgetary and approval purposes only and will **NOT** be used to register for the 2020 EMI SIG Annual Meeting.

Registration will open in May using the EMI SIG SharePoint.

## HELPFUL PLANNING INFORMATION...

<b>Registration Fee:</b> Free	<b>Dates:</b> August 24 – 28, 2019	<b>Location:</b> Walnut Creek, CA
Sunday August 23 <sup>rd</sup>	Annual Meeting registration opens at Noon	
Monday August 24 <sup>th</sup>	Subcommittee Administrative Meetings convene from 8 – 11:30 AM and site tours will take place from 1–5 PM	
Tuesday August 25 <sup>th</sup>	Opening Session begins at 8 AM and Breakout Sessions conclude at 4:30 PM	
Wednesday & Thursday August 26 <sup>th</sup> – 27 <sup>th</sup>	Breakout Sessions begin at 8 AM and the Closing Session will conclude at 4:30 PM	
Friday August 28 <sup>th</sup>	Post-Meeting workshops begin at 8 AM and conclude 4:30 PM	