

★ SGTP EdCon'07 ★

Government Travel Education Conference

September 5-7, 2007 ★ Hilton Alexandria Mark Center ★ Alexandria, VA

EdCon'07 Delegate Information

This document is intended to provide information about EdCon'07 to individuals who have already registered. If you haven't yet registered, please do so by downloading the Registration Form from our website.

Our personal thanks for your 2007 EdCon registration! All conference sessions will be held Wednesday, September 5 through Friday, September 7, at the Hilton Alexandria Mark Center, Alexandria, VA 703/845-1010.

All payments for EdCon'07 are due before you receive conference credentials. Conference fees can be paid in cash, by business or personal check, or by credit/charge card. Substitutions may be made from the same organization at any time up to check-in. All changes must be made in writing. Please advise SGTP of substitutions in advance or hotel space may be cancelled. **CANCELLATION POLICY:** There are no refunds after August 10.

Registration & Mentoring

SGTP registration & mentoring will be open 9:00am, Wednesday, September 5. Your badge and conference materials will be available at registration. Then, on **Wednesday at 2:00pm, attend the SGTP Government Orientation 101 & Business School** and sharpen your travel management and sales skills in this \$28 billion market with overviews of how to get the most from EdCon, SGTP and our website www.SGTP.org; plus, the very exciting business school session is back by popular demand with topics for all. This is a delegate participation session! Then, enjoy the Ice-Breaker/Networking Reception at 5:30pm; in our eTravel Mall.

Our Thursday Full-Day Program, September 6 begins at 8:00am with breakfast and the keynote General Session on The Government's PMA Priorities. Then, General Session on Hot Issues in Government Travel. **Travel Mart is during lunch**, followed by afternoon General Sessions. Then, at 5:30pm, our hosted Cocktail Reception.

On **Friday, September 7**, following General Sessions, EdCon'07 concludes with its Leadership Luncheon.

Global Travel Mart

The Global Travel Mart & Luncheon is Thursday, September 6, Noon-2:00pm. First-timers to EdCon are reminded that the Travel Mart is an exhibit area of hotels, airlines, rental cars and other suppliers who have brought information about their products and who are actively seeking buyer comments to strengthen their government programs.

Buyers: This Travel Mart will improve supplier and buyer relations, if you visit ALL supplier table tops. Help them to achieve their goals, and provide you with more competitive products and services! Please remember to bring plenty of business cards; to visit each and every table to exchange ideas; and drop off cards so you are eligible for the various door prizes. Winners will be posted on the display in the foyer area.

Suppliers: If you have requested table top space for the Travel Mart, your table top number will be e-mailed to you. Your Guidelines are included on this Online site. Travel Mart Awards will be given to the suppliers judged by our buyer attendees as "Best Travel Mart Booth."

Continuing Education Units

You earn Continuing Education Unit (CEU) credits when you complete session evaluations! There are approximately 12 CEUs available during EdCon'07.

Member Profiles

SGTP's 2007 Member Online Profiles will be updated for EdCon and will be better than ever. The Profiles list information and key contacts for each SGTP member organization, and help all of us buy and sell more effectively. Access to the Member Profiles is through the Members Only Section on SGTP's website, www.SGTP.org.

Special Group Rates

Members bringing additional conference participants from your organization will be able to get the most out of all sessions. **Do bring staff in government policy, travel management, reservations, operations or accounting.** How Will You Fit In? Great speakers, "focused" workshops and SGTP's mentor program are all reasons why your associates should take advantage of reduced rates.

Hotel Arrangements

You are responsible for your own hotel arrangements. Our host, Hilton Alexandria Mark Center, has rooms available to conference delegates at **only \$145 S/D plus tax through August 10; space available thereafter.** Identify yourself as a SGTP delegate when making reservations by calling 703/845-1010.

Location & Transportation

The Hilton Alexandria Mark Center is located at 5000 Seminary Road, Alexandria, Virginia, seven miles from Reagan Washington National Airport. *Complimentary shuttle service is available from the Pentagon on request, and from the Pentagon City Metro (every hour) and National Airport (every half hour) from 6:00am until 11:00pm. Please use the National Airport courtesy phone in the baggage claim area to call the hotel for pickup.* Shuttle service is also available from the Pentagon City metro stop on the blue and yellow lines. Please call the bellman's desk, 703/845-1010 for pickup. For Dulles Airport arrivals, take the Washington Flyer shuttle to Reagan National Airport where you can call the Hilton for shuttle pickup. Or take a cab straight to the Hilton. If you are driving: follow I-395 to Exit #4--Seminary Road. Head west on Seminary Road for one block and the Hilton is on the left. Complimentary parking is available for SGTP conference attendees showing their conference badge when exiting.

Dress, etc.

Dress for the conference will be comfortable business attire. Washington in September is usually quite warm.

Get Ready!

EdCon gives every attendee facts and information you can use immediately, and ideas for the future. One objective of EdCon is to bring you together with your peers for lively debates and exchanges of ideas. **Participation in workshops and general sessions is the strength of our program.**

So you can schedule your time most productively, the Conference Program will outline each day's general sessions and workshops. Following the last sessions on September 5 and 6, join us for our hosted receptions!

**Please call 301/654-8595 or e-mail govtvlmkt@aol.com with any questions.
We look forward to working with you September 5-7!**