DATE: March 21, 2019

SUBJECT: Location Announcement and Registration Information for the May 14-16, 2019 CRRT Meeting

 FROM: Steve Touw, EPA CRRT Coordinator

 TO: CRRT Members and Participants

We are pleased to announce that the next Caribbean Regional Response Team (CRRT) meeting will be held on **May 14th - 16th at the FEMA Caribbean Distribution Center in Caguas, Puerto Rico.**

Our anticipated schedule for the week includes Sector San Juan holding a meeting of the ***Coastal Area Planning Committee*** on Tuesday morning. The agenda and additional information regarding the area committee meeting will be disseminated separately by the Sector.

The standing ***CRRT Meeting*** will convene on Tuesday afternoon, and continue Wednesday and Thursday. Since we have not met since August 2017, we expect a full agenda, so please consider making your return travel plans on Friday the 17th.

A draft agenda for the CRRT meeting is under development. If you have topics of interest or suggestions for agenda items, please contact me at touw.steve@epa.gov or by phone at (732) 906-6900; or LT James Davis, USCG CRRT Coordinator at James.P.Davis3@uscg.mil, or by phone at (305) 415-6926.

**In order to gain access to the facility, and to ensure sufficient seating arrangements for the meetings, you must register to attend the Area Planning Committee Meeting and the CRRT Meeting at the following website:**

<https://may-2019-crrt-meeting.eventbrite.com>

**Registrations must be submitted by COB on Friday, May 10th, to ensure inclusion on the list of registered attendees that will be provided to facility security.**

An aerial photo of the meeting location, indicating how to enter the facility, is attached. For directions via Google Maps to the meeting location, click or cut and paste this link:  <https://goo.gl/maps/gqVwAgKW3Ar>

Please note the following requirements governing the use of FEMA’s facility:

* Fire Arms are prohibited at the DC Caribbean unless authorized as part of your job.
* Food & drinks are not permitted in the Training Room
* Make sure to park your vehicle in reverse on the spaces with the blue car stop.

We have not set up a block of hotel rooms for this meeting. There are numerous hotels in Old San Juan, the Condado area and Isla Verde which offer government rates, and are located within a short driving distance of the meeting location. Please feel free to contact me for additional information on lodging options.

As you may know, federal government and US Military employees can receive a tax exempt letter from the PR Tourism Company for their guest room charges, ***by sending an email and a copy of your travel authorization*** to roomtaxpr@tourism.pr.gov with the following information:

*I am a federal government employee with \_\_\_(full agency name)\_\_\_who will be attending the Caribbean Regional Response Team meeting in Caguas. I will be staying at the \_\_\_\_\_\_\_Hotel  on \_(dates)\_\_\_. I would like to obtain a tax exempt authorization from Puerto Rico Tourism.*

Additional information concerning this meeting will be posted on the CRRT website at <https://www.nrt.org/CRRTMay2019> and disseminated by email. If you are not currently on my email distribution list and would like to receive future meeting and other CRRT-related information, please contact me by email. Likewise, if you no longer wish to receive CRRT-related emails, please let me know and I will remove you from our distribution lists.

To ensure that all interested representatives are made aware of this meeting, please pass on this notice to any other members of your staff or agency/department, and to your local counterparts as well.