DATE: May 7, 2019

SUBJECT: Final Draft Agenda and ***Registration Reminder*** for the May 14-16, 2019 CRRT Meeting

 FROM: Steve Touw, EPA CRRT Coordinator

 TO: CRRT Members and Participants

Attached is an updated draft agenda for next week’s Caribbean Regional Response Team (CRRT) meeting, which will be held on May 14th - 16th in Caguas, Puerto Rico.As a reminder, the room for our meeting has been changed. We will be meeting in FEMA’s new Training Center, which is located in the same building as their Caribbean Distribution Center and has a separate entrance. The FEMA Training Center is located to the far right of the building through the last set of double doors. Signs for the meeting will be posted. Also, we have been asked to park in the parking spaces marked in yellow, and not in the blue spaces. Directions to the meeting location from the Condado area are attached for your reference.

FEMA has also requested that I submit the list of meeting attendees by this Friday, **so if you have not yet registered to attend the Area Planning Committee Meeting and/or the CRRT Meeting, please do so by *Thursday, May 9th* at the following website:**

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

As some of you may recall from the last time we met at this location, the temperature in the meeting room that we were in was on the chilly side. While we are in a different room this time, you may want to consider bringing a light jacket, just in case the conditions are similar.

Coffee and snacks are available for purchase from vending machines in the lobby breakroom. For lunch, there is a Wendy’s located adjacent to the facility, as well as some local restaurants nearby. Cash is recommended.

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.