DATE: April 7, 2016

SUBJECT: Meeting Schedule, Location, Registration, Hotel Reservations and Agenda Item Request for the June 2016 CRRT Meeting

FROM: Steve Touw, EPA CRRT Coordinator

TO: CRRT Members and Attendees

We are pleased to announce that the next Caribbean Regional Response Team (CRRT) meeting will be held at the Marriott Frenchman’s Reef Hotel on St. Thomas, US Virgin Islands, on June 15-16, 2016. The standing meeting of the CRRT will be preceded by two other meetings on Tuesday the 14th, as identified below.

On Tuesday morning, June 14th, we will hold a meeting of the ***CRRT Chemical Facility Safety and Security Sub-Committee***, to discuss the status of implementation of the recommendations included in the report to the President in response to the Executive Order on improving chemical facility safety and security. Additional details on this meeting will be provided separately from the subcommittee chairs to those departments, agencies and organizations who will be responsible for implementing the EO priority actions.

On Tuesday afternoon, Sector San Juan will hold a meeting of the ***Coastal Area Planning Committee***. The draft agenda for the area committee meeting is currently under development. Stay tuned for further information.

The standing ***CRRT Meeting*** will be an all-day meeting on Wednesday and Thursday. We expect a full agenda, so please consider making your return travel plans on Friday the 17th. The draft agenda is still under development, so if you have topics of interest to the CRRT, please contact me by phone at (732) 906-6900 or email at [touw.steve@epa.gov](mailto:touw.steve@epa.gov). I expect to send out a draft agenda in the next few weeks.

In order to help us ensure adequate meeting logistics, we have established a registration website for meeting attendees. If you plan on attending the CRRT meeting, please register by Monday, June 13th, at the following website:

<http://june2016crrt.eventbrite.com>

Please note that while registration is requested and encouraged, it is not required to attend the CRRT meeting.

**Hotel Reservations** – Guest rooms are available at Frenchman’s Reef at the group rate of $240.00/night, single or double, for Resort View rooms. Upgrades to Garden View, Water View and Beachfront rooms are also available at higher rates. The local 12.5% tax will be added to this rate, as well as porterage and housekeeping gratuities, which are an additional 5% of group room rate, per room, per night. Also, please note that the hotel’s Resort Fee (currently $45/night), which may appear under “Taxes” on your online reservation summary, does **not** apply to rooms within this block. However, a guest room Wireless Internet Access fee will be charged at $18.00 per day. The group rate is being extended (3) days prior and (3) days after departure dates, based on availability up to the group cut-off date.

Reservations may be made by clicking on the link below:

<https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14863544>

You may also make phone reservations by calling Group Reservations at 1-800-524-2000 and asking for the Caribbean Regional Response Team group rate.

Please note that this room block will only be held until **May 13th**, so we encourage you to make your reservation as soon as possible. After that date, the rooms will be released for general sale, and additional reservations at the group rate will be accepted on a space- and rate-available basis. All reservations must be accompanied by a one night advance payment that will be refundable only if the reservation is canceled at least (7) days prior to the arrival date.

Additional information on Frenchman’s Reef can be found on their website:

<http://www.marriott.com/hotels/hotel-information/travel/sttfr-frenchmans-reef-and-morning-star-marriott-beach-resort/>

Additional information concerning this meeting will be posted on the CRRT website at www.crrt.nrt.org and disseminated by email. If you are not currently on our 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.