

February 23, 2009

Dear All,

The upcoming Industrial Advisory Board meeting for the Center for Fuel Cells is scheduled for Wednesday and Thursday, March 18th and 19th, 2009 here at the University of South Carolina. As in the past, the schedule is very demanding but necessary to cover all aspects of the Center. The first day will begin with breakfast at 7:00 AM. Thursday will end at 12:30 PM, followed by lunch. This will allow you to plan your return trip. The agenda will be sent in a separate e-mail and posted on the website. The meeting will be held in the Faculty Lounge (1A03) in the Swearingen Engineering Center located on the corners of Main and Catawba Streets. The attached USC map shows our building, Swearingen Engineering Center, in section F-4.

Hotel Information:

We have reserved a block of rooms at the **Courtyard by Marriott** - within walking distance of our building (803-799-7800). Ask for **“reservations”** and then ask for the **“USC Rate”** for the nights of Tuesday, March 17th and Wednesday, March 18th. The USC rate is \$109/night plus 11% tax. If your preference is to stay elsewhere, there’s also the Hampton Inn, the Marriott, the Hilton, and the Sheraton, all of which can be found online.

Airport Information:

For those flying into the Columbia Metropolitan Airport (CAE), there is shuttle service to the Courtyard by Marriott which runs between the airport and hotel every 30 minutes on the hour and half-hour between 4:30am and 1:00am.

Parking at USC:

We have reserved eight (8) covered meters for your convenience. Four (4) of the meters are located on Main Street in front of Swearingen Engineering Center and the other four (4) are located on Catawba Street adjacent to our Swearingen Engineering Center reserved parking lot.

Food:

We try to accommodate everyone as best we can. If you are a vegetarian or have a special need, please let me know as soon as you can. I have ordered the catered meals but there is time to adjust for special needs. If you have any suggestions, including likes and dislikes, that would improve the meals or service we will try to implement them, if possible.

Reception:

We will have our informal reception Wednesday evening from 7–10 pm at the Courtyard by Marriott in the Wilson Room. There will also be a poster presentation by the Center for Fuel Cells graduate students.

Attendance:

- (1) Please e-mail me the names of all those who will be attending**
- (2) How you will be traveling**
- (3) Where you will be staying**
- (4) Whether you will have a car.**

All of the above information will help us in planning the logistics of the meeting.

We would appreciate your responses **as soon as possible**. If you have any questions, please contact Johanna Bartl at 803-777-7555 bartlaj@engr.sc.edu or Chuck Scaglione at 803-777-8028 scaglioni@engr.sc.edu

Thank you.