



# *THE SECTION 106 ESSENTIALS* REGISTRATION CONFIRMATION AND COURSE INFORMATION

*An in-depth look at historic preservation responsibilities  
under the National Historic Preservation Act*

“The Section 106 Essentials” course is on Tuesday, April 25, and Wednesday, April 26, 2006. Please review the following information before traveling to San Juan, PR.

#### **Accommodations:**

The course is being held at the **Hotel Normandie** in the **Silver – West Room**. The facility address is: **499 Munoz Rivera Avenue, San Juan, Puerto Rico, 00901, Tel: (toll free) 877-987-2929**. The toll number is 787-729-2929. A limited block of rooms has been secured for attendees for Monday and Tuesday nights, April 24 and 25, 2006 for

- \$130.00 Superior (King) or
- \$148.00 Junior Suite (Double or King)

\*Rate does not include hotel tax of 9%, bellman is \$2.50 per person round-trip, and maid \$0.50 per person per day.

**To reserve your in the ACHP room block for our special rates**, please fill out the rooming form **attached** and fax it to **Diane Secchi at 202-606-8521**. Please make your reservations as soon as possible as rooms are limited and will most likely sell out. Reservations must be made with the ACHP no later than **March 1, 2006**. Reservations made after that date will require the attendee to contact the hotel on their own and will only be accepted on a space available basis at whatever rate is available at the time of the reservation. Check in is at 3:00 pm and checkout is at 12:00 pm.

Other hotels in the area are listed below; please keep in mind that the room rates are not guaranteed. You may find additional hotels at online hotel booking websites. I recommend searching for sites for San Juan, PR zip code 00901 & 00902.

#### **Currently offering various rates:**

##### **Caribe Hilton**

San Geronimo Grounds  
Los Rosales Street  
San Juan, PR 00902

[www.hilton.com](http://www.hilton.com)

\*next to Normandie Hotel

##### **Hotel El Convento**

100 Cristo Street  
Old San Juan, PR 00901  
Tel: 800-468-2779

[www.elconvento.com](http://www.elconvento.com)

\* approximately 2.5 miles from Hotel Normandie

##### **Gallery Inn**

204-206 Norzagaray  
Old San Juan, PR 00901  
Tel: 787-722-1808

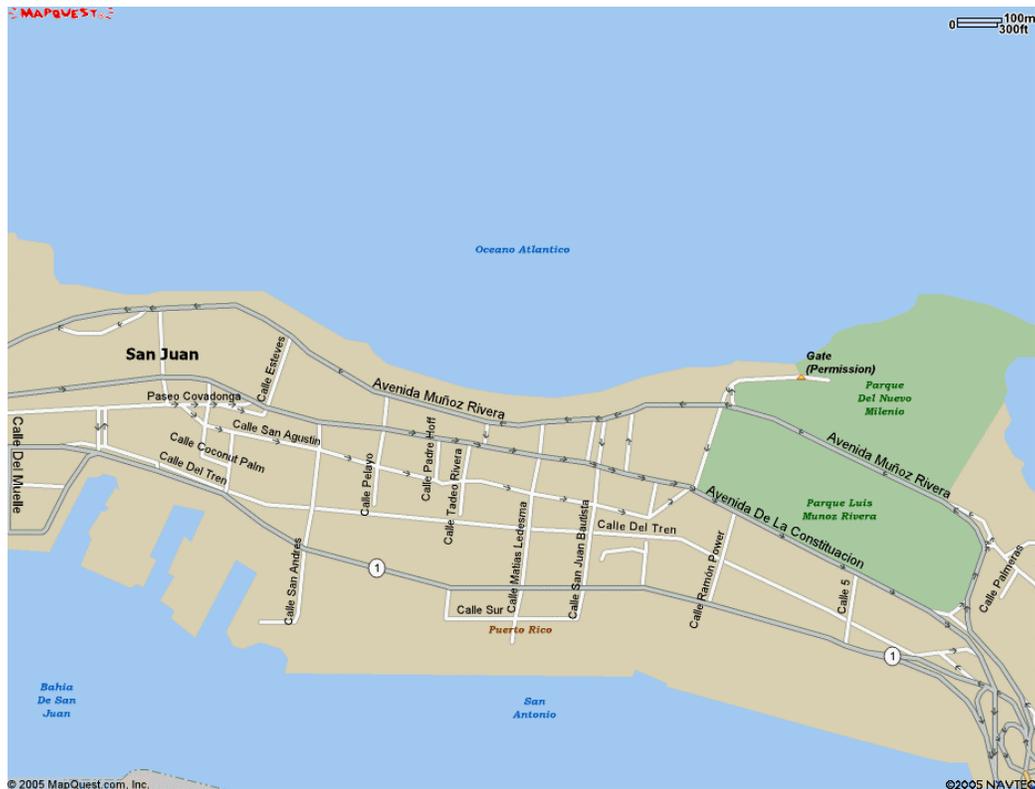
[www.thegalleryinn.com](http://www.thegalleryinn.com)

\*approximately 2.5 miles from the Hotel Normandie

#### **Travel to Hotel Normandie:**

One of the greatest benefits of coming to Puerto Rico is direct-flight access from the U.S. You won't have to worry about any puddle-jumping biplanes or long waits to get there. Travelers are encouraged to contact their airline directly to confirm schedules or they can contact the Tourist Information Center at the Luis Muñoz Marín International Airport (SJU) at 1-800-866-5829.

San Juan is a major interconnecting point to the Caribbean as well as a hub for airlines such as American, and is 9 miles/15 minutes from the Hotel Normandie, reached by taxi, public bus or rental car. There is a ground transportation information desk at the airport, which gives information and books tickets for all types of travel. Taxis are available from the first level of each terminal. Puerto Rico has both ordinary taxis and taxis turisticos with a special knowledge of tourist areas; these are painted white with a logo and charge set rates depending on zones. Bus: Regular buses and airport shuttles run to San Juan, where there is a ferry service from Pier 2 across the bay to Catano. For more information on Luis Muñoz Marín International Airport or getting around San Juan, click on <http://www.worldairportguide.com/airports/sju/sju.asp> or [http://www.meetpuertorico.com/about\\_pr/getting\\_around.asp](http://www.meetpuertorico.com/about_pr/getting_around.asp)



**Parking:** \$15 valet parking and \$10.00 self parking, per day.

**Registration:**

Registration will be located at the foyer of the Silver Room - West and will be open 8:00 – 8:30 am on Tuesday, April 25, 2006. You must stop by the registration desk to pick up your course notebook.

**Schedule:**

*The Section 106 Essentials* course runs from 8:30 am – approximately 4:30 pm each day. Short breaks will be given in the morning and afternoon. There will be a break for lunch, which is on your own.

**Meals:**

Light morning fare will be provided each morning along with an afternoon break each day. The cost of these food functions is included in the registration fee. All other meals are on your own.

**Attire for Training Course:**

Attire for the course is casual. Also, please keep in mind that hotel meeting rooms may be cool, so plan to bring a sweater or jacket.

**Cancellations:**

If made at least 14 days prior to the start of the course, registrants who cancel will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

**Accessibility:** The ACHP schedules all courses in facilities that meet federal accessibility requirements. Officials sending an employee with special accessibility needs should contact Diane Secchi @ 202-606-8521.

**Questions:**

If you have any questions about logistics, please contact Diane Secchi at [dsecchi@achp.gov](mailto:dsecchi@achp.gov) or 202-606-8521.

**We have a great training course planned for you and look forward to seeing you there!**

Sincerely,

Diane Secchi  
Meeting Planner, Advisory Council on Historic Preservation



## Section 106 Essentials Rooming Registration Form

Fax to Diane Secchi, ACHP, at 202-606-5073 by MARCH 1, 2006

You will receive an email from Diane acknowledging your room at Hotel Normandie.

Your confirmation number from the hotel will be sent to you in April.

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### Registration Information

Registrant:

(Last Name)

(First Name)

(MI)

E-mail Address (required for hotel acknowledgment/confirmation): \_\_\_\_\_

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### Hotel and Travel Information:

Arrival date: \_\_\_\_\_

AM     PM

Departure date: \_\_\_\_\_

AM     PM

# of guests : \_\_\_\_\_

\$130.00 per night

\$148.00 Junior Suite

Superior(King)

Double Bed

King Bed

**Accessibility:** The ACHP schedules all courses in facilities that meet federal accessibility requirements. Officials sending an employee with special accessibility needs should contact Diane Secchi @ 202-606-8521.

\*Note: quoted prices do not include city, county, state or federal taxes or charges. Currently, the Hotel tax is 9%, bellman charges are \$2.50 per person round trip, and maid \$0.50 per person per day.

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### Credit Card Information – \*Required to guarantee room

Name on the card (please print):

(Last Name)

(First Name)

(MI)

Agency/Business Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Card# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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