



Revised add pre and post accommodations

ESTES PARK CENTER

YMCA of the Rockies

Contract number: 5902
Reservation number: 151356
Type: Adult

CONTRACT

GROUP NAME: *Long Term Ecological Research All Scientists Meeting / L.T.E.R.*

Group Leader: *John Vande Castle*
LTER Network Office / College of Forest
Resources, Ar 10, University of Washington
Seattle, WA 98915

Office Phone: (206) 543-6249 **Home Phone:**

DATES: Arrival: *SAT SEP 18 1993* Departure: *THUR SEP 23 1993*

ATTENDEES (total number): **ROOMS/CABINS** (total number):

Estimated: 500 Estimated: 250
Guaranteed: Guaranteed:

Please report your guaranteed numbers by AUG 18 1993 to avoid penalties.

MEAL PLAN: *American Plan*

First meal: *SAT SEP 18 EVE* Last meal: *THUR SEP 23 BRK*

ACCOMMODATIONS AND RATES (sales tax not included)

Wind River Lodge 100 rooms *SEE ATTACHED RATE SCHEDULE*
Alpen Inn 48 rooms

Eagle Cliff Lodge 50 rooms
Mt. Ypsilon Lodge 52 rooms
Wind River Lodge (9/17-18) 25 rooms
Wind River Lodge (9/23-24) 25 rooms

Use of W.G.R. Auditorium

PAYMENT PLAN: *Balance in full due before departure.*

DEPOSIT DUE: \$9,140.00 (10 % of estimated total)

DUE DATE: *MAY 21,*
~~APR 02~~ 1993

Cancellation must be made by AUG 18 1993. To confirm reservations please sign and return the YMCA copy to the YMCA of the Rockies' Group Sales Office. See reverse side of contract for specific details.

ARRIVAL AND DEPARTURE: Check-in is after 3pm. Check-out is by 10am. If planning to arrive or depart one or more days before or after the contracted dates, please be sure to make advance reservations.

NUMBER OF ATTENDEES AND ROOMS/CABINS: The Group Leader agrees to report a guaranteed number of attendees and rooms/cabins for each group according to the due date on this contract.

MINIMUM FINANCIAL RESPONSIBILITY: If the Group's actual number of rooms/cabins falls below the guaranteed number of rooms/cabins, the Group agrees to pay for all rooms/cabins not used based on 75% of the stated single room rate/cabin rate on the front of this Contract.

RATES AND ACCOMMODATIONS: Rates are quoted for the entire contracted period. Rates include lodging, guest membership, use of recreational facilities and meal plan as specified on the front of this Booking Confirmation/Contract. Meeting space may be provided upon written request. Rates will not be prorated for a shorter stay. Please note that alcoholic beverages are not permitted in public areas. Quiet hours are from 11pm until 7am.

SALES TAX EXEMPTION: Colorado law requires that only groups which annually complete a sales tax exemption affidavit (provided by the YMCA) and pay with a tax-exempt organization's check may be exempted from otherwise applicable sales taxes.

GRATUITY: Adding a gratuity to your final payment is appreciated. All gratuities are divided among the seasonal staff of the YMCA of the Rockies.

BOOKING FEE: A booking fee is required to reserve rooms/cabins. To confirm reservations for a group, please sign and return this form with the fee to the Group Sales Office by the date specified on the front of this Booking Confirmation. The fee is applied to your final bill but is non-refundable. Effective with June 1, 1993, reservations the booking fee will be \$2 per room per night, or as specified per cabin.

DEPOSIT: In addition to a booking fee, a deposit will be required approximately 6 months prior to the Group's arrival date. Deposits are applied to your final bill and are 90% refundable if cancellation is made prior to the cancellation date specified in this Contract.

CANCELLATIONS: In the event of cancellation after the specified cancellation date, the Group agrees to pay, as liquidated damages for each room/cabin reserved, 75% of the stated single room rate/cabin rate on the front of this Contract. The YMCA reserves the right to cancel this Contract in the event payments are not made as required, and the Group will forfeit all payments previously made.

PAYMENT: Final payment is due as indicated on the front of this Contract. Payment may be made by cash or check. Sorry, we do not accept credit cards.

TERMS: A finance charge of 1 1/2% per month will be charged on any overdue balance. The Group agrees to pay the YMCA's reasonable attorney's fees and expenses for collection of unpaid balances.

MEMBERSHIP: A membership fee is included in the package rates for attendees staying in lodges and family reunion cabins. Attendees staying in other accommodations or off-grounds are charged a one-time fee of \$3 per individual or \$5 per family per stay.

Please indicate your acceptance of these terms by signing this Booking Confirmation/Contract and returning it to the Group Sales Office. The undersigned Group Leader represents that they are authorized to sign this document and bind the Group to the stated terms.

Signature: *Adrianne White*
Group Leader
(FOR JOHN VANDE CASTLE)

Signature: *Ray E. Brown*
Group Sales Representative

Date: 5/4/93

Date: 4/7/93

This document shall be binding upon the YMCA of the Rockies when signed by a Group Sales Representative. Please return Booking Confirmation/Contract to:

YMCA of the Rockies
Group Sales Office
Estes Park, CO 80511-2800
(800-777-YMCA)



Revised rates

ESTES PARK CENTER®

YMCA of the Rockies

Contract number: 5902
Reservation number: 151356
Type: Adult

CONTRACT

GROUP NAME: *Long Term Ecological Research All Scientists Meeting / L.T.E.R.*

Group Leader: *John Vande Castle*
LTER Network Office / College of Forest
Resources, Ar 10, University of Washington
Seattle, WA 98915

Office Phone: (206) 543-6249 **Home Phone:**

DATES: Arrival: *SAT SEP 18 1993* Departure: *THUR SEP 23 1993*

ATTENDEES (total number): **ROOMS/CABINS** (total number):

Estimated: 500 Estimated: 250
Guaranteed: Guaranteed:

Please report your guaranteed numbers by AUG 18 1993 to avoid penalties.

MEAL PLAN: *American Plan*

First meal: *SAT SEP 18 EVE* Last meal: *THUR SEP 23 BRK*

ACCOMMODATIONS AND RATES (sales tax not included)

<i>Wind River Lodge</i>	<i>100 rooms</i>	<i>\$290.00 per person flat rate plus \$8.70 tax **Based on 2/room in all lodges except Mt. Ypsilon which will be used for single accommodations.</i>
<i>Alpen Inn</i>	<i>48 rooms</i>	
<i>Eagle Cliff Lodge</i>	<i>50 rooms</i>	
<i>Mt. Ypsilon Lodge</i>	<i>52 rooms</i>	
<i>Wind River Lodge (9/17-18)</i>	<i>25 rooms</i>	
<i>Wind River Lodge (9/23-24)</i>	<i>25 rooms</i>	

Use of W.G.R. Auditorium

PAYMENT PLAN: *Balance in full due before departure.*

DEPOSIT DUE: *PAID* (% of estimated total) **DUE DATE:**

Cancellation must be made by AUG 18 1993. To confirm reservations please sign and return the YMCA copy to the YMCA of the Rockies' Group Sales Office. See reverse side of contract for specific details.

ARRIVAL AND DEPARTURE: Check-in is after 3pm. Check-out is by 10am. If planning to arrive or depart one or more days before or after the contracted dates, please be sure to make advance reservations.

NUMBER OF ATTENDEES AND ROOMS/CABINS: The Group Leader agrees to report a guaranteed number of attendees and rooms/cabins for each group according to the due date on this contract.

MINIMUM FINANCIAL RESPONSIBILITY: If the Group's actual number of rooms/cabins falls below the guaranteed number of rooms/cabins, the Group agrees to pay for all rooms/cabins not used based on 75% of the stated single room rate/cabin rate on the front of this Contract.

RATES AND ACCOMMODATIONS: Rates are quoted for the entire contracted period. Rates include lodging, guest membership, use of recreational facilities and meal plan as specified on the front of this Booking Confirmation/Contract. Meeting space may be provided upon written request. Rates will not be prorated for a shorter stay. Please note that alcoholic beverages are not permitted in public areas. Quiet hours are from 11pm until 7am.

SALES TAX EXEMPTION: Colorado law requires that only groups which annually complete a sales tax exemption affidavit (provided by the YMCA) and pay with a tax-exempt organization's check may be exempted from otherwise applicable sales taxes.

GRATUITY: Adding a gratuity to your final payment is appreciated. All gratuities are divided among the seasonal staff of the YMCA of the Rockies.

BOOKING FEE: A booking fee is required to reserve rooms/cabins. To confirm reservations for a group, please sign and return this form with the fee to the Group Sales Office by the date specified on the front of this Booking Confirmation. The fee is applied to your final bill but is non-refundable. Effective with June 1, 1993, reservations the booking fee will be \$2 per room per night, or as specified per cabin.

DEPOSIT: In addition to a booking fee, a deposit will be required approximately 6 months prior to the Group's arrival date. Deposits are applied to your final bill and are 90% refundable if cancellation is made prior to the cancellation date specified in this Contract.

CANCELLATIONS: In the event of cancellation after the specified cancellation date, the Group agrees to pay, as liquidated damages for each room/cabin reserved, 75% of the stated single room rate/cabin rate on the front of this Contract. The YMCA reserves the right to cancel this Contract in the event payments are not made as required, and the Group will forfeit all payments previously made.

PAYMENT: Final payment is due as indicated on the front of this Contract. Payment may be made by cash or check. Sorry, we do not accept credit cards.

TERMS: A finance charge of 1 1/2% per month will be charged on any overdue balance. The Group agrees to pay the YMCA's reasonable attorney's fees and expenses for collection of unpaid balances.

MEMBERSHIP: A membership fee is included in the package rates for attendees staying in lodges and family reunion cabins. Attendees staying in other accommodations or off-grounds are charged a one-time fee of \$3 per individual or \$5 per family per stay.

Please indicate your acceptance of these terms by signing this Booking Confirmation/Contract and returning it to the Group Sales Office. The undersigned Group Leader represents that they are authorized to sign this document and bind the Group to the stated terms.

Signature: _____
Group Leader

Signature: *Janey E. Adams*
Group Sales Representative

Date: _____

Date: 6/15/93

This document shall be binding upon the YMCA of the Rockies when signed by a Group Sales Representative. Please return Booking Confirmation/Contract to:

YMCA of the Rockies
Group Sales Office
Estes Park, CO 80511-2800
(800-777-YMCA)
FAX (303) 586-6088

University of Washington Correspondence

PO# 223024

INTERDEPARTMENTAL

COMPUTER DATE _____

BUDGET TITLE LTER Collaboration BUDGET NO. 62-7137

APPROVED BY PROFESSOR Jerry F. Franklin PHONE NO. 3-4853

DATE NEEDED (Please be Specific) Nov. 5, 1992

DELIVER TO: Forest Resources AR-10, 110 Bloedel Hall Loading Dock (OR) Pick Up:

ORDERED BY: Adrienne Whitener ROOM 178-B Bloedel Hall PHONE # 3-4853

SUPPLIER:

1993

NAME: YMCA of the Rockies VENDOR # (Actg): _____

ADDRESS: Estes Park Center

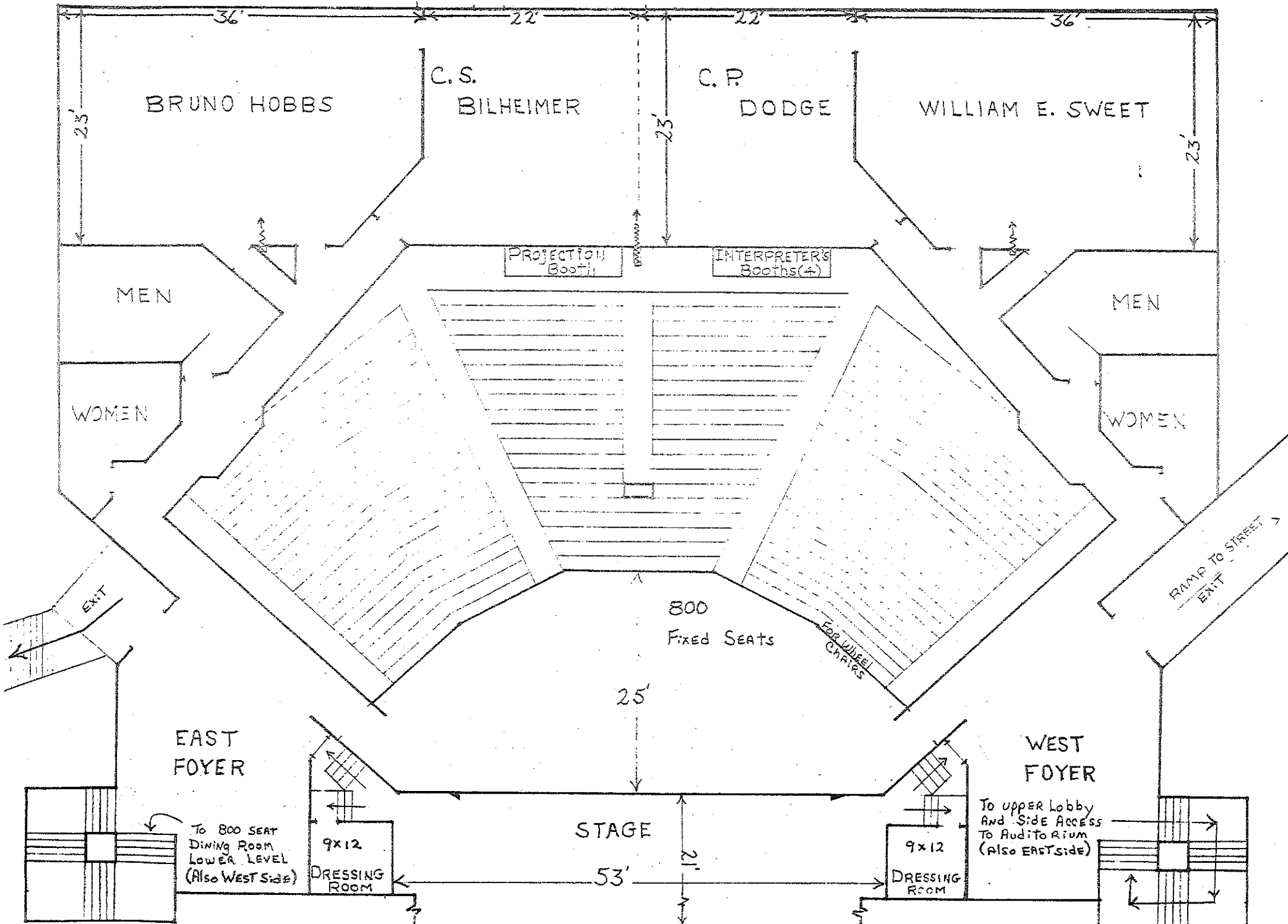
CITY: Estes Park STATE: CO ZIP CODE: 80511-2800

PHONE NO.: (800) 777-9622 ATTENTION: Jerry Donner, Dir. of Group Sales
(303) 629-5784

ITEM	DESCRIPTION: CATALOG AND MODEL NUMBER	QUAN	UNIT	UNIT PRICE	CO ACT
	Booking confirmation fee, LTER All Scientists	1	ea.	\$3,000	
	Meeting, Sept. 18-24, 1992				
	<i>17-24 actual fly-in + out days,</i>				
	<i>will need space for 50 only on those</i>				
	<i>days.</i>				

1. Purchasing items over \$800.00 from one particular vendor requires a letter of justification
2. Returning items to vendor requires a return goods memo.
3. Invoices from vendors should be sent to Acts Payable ND-30 to expedite payment. (few exceptions)
4. Limitations on Confirming Orders: Aircraft, Customs, Env-Hlth, Facilities, furnishings, Printing, State Contracts, Telecomm and Vehicles.

WALTER RUESCH AUDITORIUM





Revised rates

ESTES PARK CENTER®

YMCA of the Rockies

Contract number: 5902
Reservation number: 151356
Type: Adult

CONTRACT

GROUP NAME: *Long Term Ecological Research All Scientists Meeting / L.T.E.R.*

Group Leader: *John Vande Castle*
LTER Network Office / College of Forest Resources, Ar 10, University of Washington
Seattle, WA 98915

Office Phone: (206) 543-6249 **Home Phone:**

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Estimated: 500 Estimated: 250
Guaranteed: Guaranteed:

Please report your guaranteed numbers by AUG 18 1993 to avoid penalties.

MEAL PLAN: *American Plan*

First meal: *SAT SEP 18 EVE* Last meal: *THUR SEP 23 BRK*

ACCOMMODATIONS AND RATES (sales tax not included):

*WR
AI
EC
MY*

Wind River Lodge 100 rooms
Alpen Inn 48 rooms
Eagle Cliff Lodge 50 rooms
Mt. Ypsilon Lodge 52 rooms
Wind River Lodge (9/17-18) 25 rooms
Wind River Lodge (9/23-24) 25 rooms

\$290.00 per person flat rate
plus \$8.70 tax
***Based on 2/room in all lodges*
except Mt. Ypsilon which will be
used for single accommodations.

Use of W.G.R. Auditorium

PAYMENT PLAN: *Balance in full due before departure.*

DEPOSIT DUE: *PAID* (% of estimated total) **DUE DATE:**

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CONFERENCE AND SCIENTIFIC MEETINGS / L.T.E.R. • SEATTLE, WA

ARRIVAL AND DEPARTURE: Check-in is after 3pm. Check-out is by 10am. If planning to arrive or depart one or more days before or after the contracted dates, please be sure to make advance reservations.

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DEPOSIT: In addition to a booking fee, a deposit will be required approximately 6 months prior to the Group's arrival date. Deposits are applied to your final bill and are 90% refundable if cancellation is made prior to the cancellation date specified in this Contract.

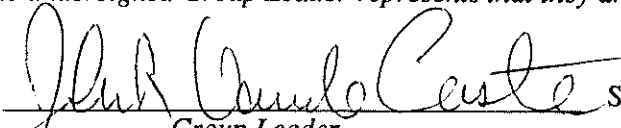
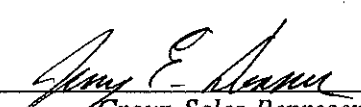
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Signature:  Signature: 
Group Leader Group Sales Representative

Date: 6/21/93 Date: 6/15/93

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YMCA of the Rockies
Group Sales Office
Estes Park, CO 80511-2800
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FAX (303) 586-6088



ESTES PARK CENTER

YMCA of the Rockies

Contract number: 5902
Reservation number: 151356
Type: Adult

*Approved
to pay contract
with. Center
& Int. Summit
Rooms.*

CONTRACT

GROUP NAME: Long Term Ecological Research All Scientists Meeting / L.T.E.R.

Group Leader: John Vande Castle
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MEAL PLAN: American Plan

First meal: SAT SEP 18 EVE

Last meal: THUR SEP 23 BRK

ACCOMMODATIONS AND RATES (sales tax not included)

Wind River Lodge 100 rooms
Alpen Inn 48 rooms
Eagle Cliff Lodge 50 rooms
Mt. Ypsilon Lodge 52 rooms

SEE ATTACHED RATE SCHEDULE

Use of W.G.R. Auditorium

PAYMENT PLAN: Balance in full due before departure.

DEPOSIT DUE: \$8,750.00 (10 % of estimated total)

DUE DATE: APR 02 1993

Cancellation must be made by AUG 18 1993. To confirm reservations please sign and return the YMCA copy to the YMCA of the Rockies' Group Sales Office. See reverse side of contract for specific details.

Serving conferences and families since 1907

GROUP LEADER COPY

ARRIVAL AND DEPARTURE: Check-in is after 3pm. Check-out is by 10am. If planning to arrive or depart one or more days before or after the contracted dates, please be sure to make advance reservations.

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DEPOSIT: In addition to a booking fee, a deposit will be required approximately 6 months prior to the Group's arrival date. Deposits are applied to your final bill and are 90% refundable if cancellation is made prior to the cancellation date specified in this Contract.

CANCELLATIONS: In the event of cancellation after the specified cancellation date, the Group agrees to pay, as liquidated damages for each room/cabin reserved, 75% of the stated single room rate/cabin rate on the front of this Contract. The YMCA reserves the right to cancel this Contract in the event payments are not made as required, and the Group will forfeit all payments previously made.

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Signature: _____
Group Leader

Signature: 
Group Sales Representative

Date: _____

Date: 2/23/93

This document shall be binding upon the YMCA of the Rockies when signed by a Group Sales Representative. Please return Booking Confirmation/Contract to:

YMCA of the Rockies
Group Sales Office
Estes Park, CO 80511-2800
(800-777-YMCA)

LONG TERM ECOLOGICAL RESEARCH ALL SCIENTISTS
MEETING / L.T.E.R.
September 18, 1993 - September 23, 1993

Rate Schedule

<u>WIND RIVER LODGE</u>	<u>100 ROOMS</u>
Single	\$485.00 Per Adult
2 To A Room	300.00 Per Adult
3 To A Room	240.00 Per Adult
4 To A Room	210.00 Per Adult
5 To A Room (futon)	190.00 Per Adult
*Children	58.00 Per Child

<u>ALPEN INN</u>	<u>48 ROOMS</u>
Single	\$465.00 Per Adult
2 To A Room	290.00 Per Adult
3 To A Room	230.00 Per Adult
4 To A Room	205.00 Per Adult
5 To A Room	185.00 Per Adult
6 To A Room	175.00 Per Adult
*Children	58.00 Per Child

<u>EAGLE CLIFF LODGE</u>	<u>50 ROOMS</u>
Single	\$265.00 Per Adult
2 To A Room	240.00 Per Adult
3 To A Room	200.00 Per Adult
4 To A Room (bunked)	180.00 Per Adult
*Children	58.00 Per Child

<u>MT YPSILON LODGE</u>	<u>52 ROOMS</u>
Single	\$335.00 Per Adult
2 To A Room	225.00 Per Adult
3 To A Room	190.00 Per Adult
*Children	58.00 Per Child

USE OF W.G.R. AUDITORIUM

*Rates are quoted per adult based on the number of adults per room for the contracted period. Children ages 3-15 sharing a room with their parents.



ESTES PARK CENTER

YMCA of the Rockies

Dear Estes Park Center Guest:

Thank you for selecting the YMCA of the Rockies' Estes Park Center!

Two copies of your contract are enclosed for your review. Please read the front and back sides of the contract. Please sign and return the "YMCA" copy with your deposit by the date specified on your contract. The "Group Leader" copy is for your records.

Please note the format for figuring lodge rates for adult or youth groups. Rates are figured per person **based upon the number of people sharing the room**. For example, if three people are sharing a room, **each** person is charged the "3 to a room" rate outlined on your contract. If two people are sharing a room, **each** person is charged the "2 to a room" rate outlined on your contract.

The enclosed special arrangements form is for use in reserving audio visual equipment, requesting refreshments, and specifying meeting room needs. Please note that cookouts are no longer available. Jim Horst, John Breed, and Ted Henson, Estes Park Center Conference Directors, are available to assist you in planning the details of your visit and in calculating your bill. They may be reached at (303) 586-3341 (ext. 1021) or 623-9215 Denver metro (ext. 1021). **This is also the phone number which may be used to reach you during your visit with us (ext. "0").**

Again, thank you! On behalf of the entire YMCA of the Rockies staff, we look forward to hosting your group!

Sincerely,

Group Sales
YMCA of the Rockies

Enclosures

1192

Estes Park, CO 80511-2550
(303) 586-3341
(303) 623-9215 (Denver Metro)



ESTES PARK CENTER
YMCA of the Rockies

GROUP RATE
Effective June 1, 1993

	two queen beds, one futon, full bath	two queen beds, one queen sofa bed, full bath	one queen size bed, one set bunk beds, 1/4 bath	one double bed, single bolster bed, full bath	two sets bunk beds, one bolster bed, 1/4 bath	two sets bunk beds, Friendship has 1/2 bath, Hague & Howard 1/2 bath & central showers	dormitory, 3 sets bunk beds, central baths
	WIND RIVER LODGE	ALPEN INN	EAGLE CLIFF LODGE	MT. YPSILON LODGE	EASTSIDE LODGES	ECONOMY LODGES	HALLETTS
Single adult	\$98 <i>485</i>	\$94 <i>465</i>	\$74 <i>265</i>	\$68 <i>335</i>	\$62	\$50	\$43
2 adults per room	\$81 <i>300</i>	\$59 <i>290</i>	\$49 <i>240</i>	\$46 <i>225</i>	\$43	\$36	\$32
3 adults per room	\$49 <i>240</i>	\$47 <i>230</i>	\$41 <i>200</i>	\$39 <i>190</i>	\$37	\$31 (bunked)	\$28
4 adults per room	\$42 <i>210</i>	\$42 <i>205</i>	\$37 (bunked) <i>180</i>	---	\$34 (bunked)	\$28 (bunked)	\$26 (bunk)
5 adults per room	\$38 (futon) <i>190</i>	\$38 <i>185</i>	---	---	\$32 (bunked)	---	\$25 (bunk)
6 adults per room	---	\$38 <i>175</i>	---	---	---	---	\$24 (bunk)
Children	\$12	\$12	\$12	\$12	\$12	\$12	---

OFF-SEASON RATES
Effective November 1, 1993 to May 31, 1994

	two queen beds, one futon, full bath	two queen beds, one queen sofa bed, full bath	one queen size bed, one set bunk beds, 1/4 bath	one double bed, single bolster bed, full bath	two sets bunk beds, one bolster bed, 1/4 bath	two sets bunk beds, Friendship has 1/2 bath, Hague & Howard 1/2 bath & central showers	dormitory, 3 sets bunk beds, central baths
	WIND RIVER LODGE	ALPEN INN	EAGLE CLIFF LODGE	MT. YPSILON LODGE	EASTSIDE LODGES	ECONOMY LODGES	HALLETTS
Single adult	\$69	\$66	\$63	\$49	\$45	\$36	\$31
2 adults per room	\$45	\$43	\$37	\$36	\$33	\$27	\$24
3 adults per room	\$36	\$36	\$31	\$30	\$28	\$24 (bunked)	\$21
4 adults per room	\$32	\$32	\$28 (bunked)	---	\$26 (bunked)	\$23 (bunked)	\$20 (bunk)
5 adults per room	\$30 (futon)	\$29	---	---	\$25 (bunked)	---	\$19 (bunk)
6 adults per room	---	\$28	---	---	---	---	\$18 (bunk)
Children	\$12	\$12	\$12	\$12	\$12	\$12	---

AMERICAN PLAN rates above are per adult per night, including lodging, three meals, use of meeting space on written request (excluding Walter G. Ruesch Auditorium) and YMCA guest membership.

For MODIFIED AMERICAN PLAN, (breakfast and evening meals only; no lunch), ask a Group Sales Representative.

For use of WALTER G. RUESCH AUDITORIUM, add \$2.00 daily to above rates for minimum 250 persons or more; under 250 persons, pay flat \$500 rental fee.

Rates for ADULTS depend on the number of paying adults in the room. CHILDREN'S rates apply to children 3 through 15, sharing a room with their parents. Under age 3, no charge. Special menus have additional charges. Rates subject to change. For group reservations and additional information, please contact:

GROUP SALES OFFICE
YMCA OF THE ROCKIES
Estes Park, CO 80511-2800

PHONE: 303/586-4444
Toll free from Metro Denver: 629-5784
Nationwide toll-free 1-800-777-YMCA (Group Sales ONLY)



Printed on recycled paper



From: <i>Jerry Donner</i>	To: <i>Adrienne Whitener</i>
YMCA of the Rockies	Company: <i>I.T.F.R.N.</i>
Phone # <i>303 586 6086</i>	Dept.:
FAX #	FAX #

A plan ...

The Network Office has funds
to support :

① Meals and lodging for 5 people/site
(\$1500/site ; double rooms)

② Airfare for 5 people/site

for all except the Colorado sites

Network Office will pay ~~the~~ two bills:

To Estes Park

To Global Express

The network would like to see the

sites match this (ie 5 people/site).

~~Network Office~~ ^{at least} 2 grad students/site.

Expect sites to support



Long-Term Ecological Research Network

College of Forest Resources, AR-10
University of Washington
Seattle, Washington 98195

LTER Network Office

Ph: 206-543-4853

Fax: 206-685-0790

October 21, 1992

TO: Mary Jo Boarman, UW Purchasing
FR: Adrienne Whitener, Program Coord., LTER *AW*
RE: Purchase order request for meeting facility booking fee

Attached is an invoice for a \$3000 booking fee to hold space at the YMCA of the Rockies, selected as the site of the LTER All Scientists Meeting, September 18-24, 1993.

Meeting description:

By agreement with our funding source, National Science Foundation, the LTER Network Office coordinates an All Scientists Meeting every three years. The third All Scientists Meeting is scheduled for September 18-24, 1993. It will be attended by approximately 400 scientists, mostly representatives of the 18 research sites of the LTER Network. Also attending will be National Science Foundation personnel, invited scientists from outside the LTER Network, and LTER Network Office staff. Approximately 10 participants will be University of Washington employees.

A table showing locations of the 18 LTER research sites and a detailed description of the plan for the All Scientists Meeting are attached.

Site Selection:

The 1990 All Scientists Meeting was held at the YMCA of the Rockies, Estes Park, CO. After surveying locations in several states, the YMCA of the Rockies was again recommended by the 1993 meeting site selection committee, and approved by the LTER Coordinating Committee, consisting of principle investigators from each of the 18 research sites. The All Scientists Meeting site selection committee consisted of James T. Callahan, National Science Foundation; John Vande Castle, LTER Network Manager (UW); and Carl Bowser, Principal Investigator of the North Temperate Lakes LTER site.

Site selection was based on the following considerations:

- Familiarity with site from 1990 All Scientists Meeting.
- Location: reasonable airfares from most LTER locations, and within driving distance for some.
- Availability for meeting dates.
- Reasonable price.
- Adequate lodging space.
- Adequate meeting facilities, breakout rooms and audio-visual equipment.
- On-site, reasonably priced dining and catering.
- Proximity to two LTER sites which will assist in producing the meeting.

Thank you for your assistance; please contact me if further information is needed.

1993 ALL SCIENTISTS MEETING

Participant Travel	\$30,444.13
Facilities (incl. rooms/meals)*	\$58,613.82
TOTAL ALL SCI	\$89,057.95
International Summit	\$13,755.23
All Sci + Int'l Summit	\$102,813.18

"*Note: this figure represents the invoice from the YMCA minus approximate amount for Network Office staff, which comes out of the "

"Staff travel budget category, and minus approx. amount for Int'l Summit participants."

MAILING ADDRESS:

YMCA of the Rockies
Group Sales Office
Estes Park, CO 80511-2800
Phone: (303) 586-4444
Metro Denver: 629-5784
Nationwide toll-free: 800-777-YMCA

OFFICE USE ONLY

Booking Fee _____
Date _____
Receipt _____
Deposit _____
Date _____
Receipt _____
Confirmed _____

CONFERENCE AGREEMENT

YMCA OF THE ROCKIES
Estes Park Center Estes Park, Colorado

CONFERENCE NAME: LONG TERM ECOLOGICAL RESEARCH ALL SCIENTISTS MEETING
TYPE OF GROUP: ADULT

ARRIVAL DATE: TUESDAY SEPTEMBER 25 DEPARTURE DATE: SUNDAY SEPTEMBER 30 YEAR: 1990
(Check in 3pm or after) (Check out by 10am)

NUMBER OF REGISTRANTS for the conference must be reported as follows:
ESTIMATED NUMBER: 250
AMENDED ESTIMATE: _____ by: JULY 25, 1990
GUARANTEED NUMBER: _____ by: AUGUST 24, 1990

You have a 10% leeway on the guaranteed number reported. If none is reported, the last reported estimate becomes the guaranteed number for which you are responsible. The reporting of numbers of registrants is the responsibility of the conference.

MEAL PLAN: AP FIRST MEAL: EVE TUES SEPT 25 LAST MEAL: BRK SUN SEPT 30

RATES AND ACCOMMODATIONS: Rates are quoted per person for the conference period including meals, lodging, meeting rooms, membership and grounds fees. Sales tax will be added to all rates unless your organization is exempt. Rates are subject to change with 30 days notice. Number of rooms adjusted if number in group decreases.

ALPEN INN	36 ROOMS	MT YPSILON LODGE	94 ROOMS
SINGLE	\$336.00	SINGLE	\$276.00
2 TO A ROOM	246.00 PER PERSON	2 TO A ROOM	221.00 PER PERSON
3 TO A ROOM	226.00 PER PERSON		

DEPOSIT REQUIRED: \$ 5850.00 (10 % of estimated total) by: JANUARY 29, 1990
To confirm the space and to provide security for possible damage to and/or loss of YMCA property as determined by the Conference Leader and a YMCA Representative.

CANCELLATIONS: Deposit not refundable if cancellation is made fewer than 60 days in advance of arrival dates. A handling charge of 10% of total required deposit will be made in case of any cancellation.

PLAN OF PAYMENT: BALANCE IN FULL DUE BEFORE DEPARTURE FROM THE CONFERENCE CENTER.

TERMS: A finance charge of 1 1/2% per month (18% annually) will be charged on balances due more than 30 days.

METHOD OF REGISTRATION: NOTIFY US OF NUMBER AS OUTLINED ABOVE, INCLUDING NUMBER OF ROOMS REQUESTING.

RESPONSIBLE PERSON: Name: JOHN VANDE CASTLE
L.T.E.R. NETWORK OFFICE Home Phone:
Address: AR 10, U OF WASHINGTON Office Phone: 206-543-6249
SEATTLE, WA 98195

MEMBERSHIP FEE FOR THOSE LIVING OFF GROUNDS: In order to maintain the YMCA policy on membership for those participating in our programs and/or using conference facilities, but who are not on the YMCA grounds we require a membership and grounds fee of \$2.00 per person per day including family members, for attendance of 1 or 2 days. For attendance at a conference for 3 days or more, delegates pay \$10.00, family members pay \$2.00 each.

SIGNATURE _____ SIGNATURE John Van de Castle
For the Conference For the YMCA

DATE _____ DATE Dec 21, 1989

Please return signed YMCA copy to Group Sales Office address above.
YMCA: White CONFERENCE: Yellow COORDINATOR: Pink OFFICE: Gold

LONG TERM ECOLOGICAL RESEARCH ALL SCIENTISTS MEETING: SEATTLE, WA