

January 5, 2010

Dear Members and Guests,

The upcoming Industrial Advisory Board meeting for the Multi-University I/UCRC Center for Fuel Cells is scheduled for Tuesday and Wednesday, March 16th and 17th, 2010 here at the University of South Carolina. As in the past, the schedule is very demanding but necessary to cover all aspects of the Multi-University Center. Both days begin with breakfast at **7:30 or 8:00 AM**. Wednesday 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 as soon as I obtain all the necessary information. The meeting will be held in the Extended Learning Room with video-conferencing (Room 1A20) and our meals will be served in the Faculty Lounge (1A03), both in the Swearingen Engineering Center located on the corners of Assembly, Main, and Catawba Streets. Please see the **attached** campus map of USC.

Confidential Disclosure Agreement (CDA):

Due to proprietary information, etc. which will be shared during the meeting, all non-members will be required to sign a CDA. The CDA form will be sent to you once you confirm your intention to attend the meeting.

Hotel Information:

We have reserved a block of rooms at the **Courtyard by Marriott Columbia Downtown at USC** - within walking distance of our building (803-799-7800) and we have also reserved a block of rooms at the **Inn at USC** - which is 1.8 miles from our building (803-779-7779). When making your reservation, please identify yourself as an attendee of the **USC IAB Meeting**. The USC rate for both hotels is \$105/night plus 11% tax.

Both hotels: The hotel room blocks extensions ends **Monday, February 15th**. **Book your room today.**

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. There is no shuttle service at the Inn at USC.

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) meters 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; 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 Tuesday 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 name(s) 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 with all the logistics of the meeting.

We would appreciate your responses **as soon as possible**. If you have any questions, please contact Johanna Bartl at USC: 803-777-7555 bartlaj@cec.sc.edu or Patricia Bergman at UCONN: 860-486-8375 tricia@engr.uconn.edu

Thank you.