

Dear Operational Climate Services Course Students,

You are registered for the 2008 NWS Operational Climate Services Course. The course will be held at the [NWS Training Center](#) in Kansas City, MO. The course will proceed as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Travel Day	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	Travel Day

**Important Course Information:**

- 1) **Travel Authorization Code:** 20-02-0000-06-91-00-00 F8M5J10 P5M
- 2) **Course website** *(including prerequisite information)*
  - <http://www.weather.gov/om/csd/pds/OpsCourse/index.shtml>
- 3) **Lodging information** – **The NWSTC will make your hotel reservations**  
Homewood Suites by Hilton – Kansas City Airport  
7312 NW Polo Drive  
Kansas City, MO 64153  
(816)880-9880  
(816)880-9461 (fax)
- 4) **Hotel Amenities:**
  - Free breakfast and social hour in the evening
  - Kitchenettes in all rooms
  - Hotel shuttle will transport hotel guests to and from two local shopping areas with restaurants and movies. The shuttle runs on the hour from 6:00pm to 9:00pm each night. This is a courtesy service to guests, so the only cost involved is gratuity for the driver.
- 5) **Airport Transportation** – The Homewood Suites offers free shuttle service to and from the Kansas City International Airport. Once you have retrieved your luggage from Baggage Claim, call the hotel to send the shuttle. There are courtesy phones located near Baggage Claim that connect directly to the hotel. After calling the hotel, go outside Baggage Claim to the center island where you see signs marked “Courtesy Hotel Shuttles” and wait for the shuttle. To return to the airport, the hotel runs the shuttle every half hour. It is a good idea to make an appointment with the hotel for the return shuttle ride to the airport.
- 6) **Prerequisites** – There are several mandatory and strongly recommended prerequisites that are important for you to complete in order to get the maximum benefits from the course. Prerequisite information and links can be found at: [www](http://www).

7) **Agenda:** <http://www.weather.gov/om/csd/pds/OpsCourse/agenda.shtml>

8) **What you need to bring:**

- Supplies: pen or pencil, extra paper for notes
- Your NOAA ID badge to enter the NWSTC facility
- FedEx air bill if speeded delivery of binder is preferred
- \$10 IN CASH to participate in optional working lunch on Wednesday

9) **What will be provided to you:**

- Notebook binder
- Handouts
- Standard US Postal Service shipping for your binder notebook (*note – if you want it sent via FedEx, please bring your own FedEx shipping label filled out with your office's payment code already on it*)

10) **Local Area Information:** [http://www.nwstc.noaa.gov/d.admin/f\\_map.html](http://www.nwstc.noaa.gov/d.admin/f_map.html)

11) **Course information contact:** [Marina.Timofeyeva@noaa.gov](mailto:Marina.Timofeyeva@noaa.gov)