



INCOSE International Workshop 2003

Dear INCOSE Member,

We are pleased to invite you to join us in Tampa, Florida for the **INCOSE International Workshop 2003**, to be held **Sunday – Wednesday, February 2-5, 2003** at the **Tampa Airport Marriott**. To register, please use the secure conference registration form located on the IW 2003 web site: www.incose.org/IW2003. *The on-line registration form will be available beginning Wednesday, October 30.* You may pay by credit card using the secure on-line form, or you may print, complete and return the registration form by Fax (+1-858-565-9954; credit card payments only) or by standard mail. Checks should be made payable to: **INCOSE**. Be sure to visit the IW 2003 web site for more information and the workshop schedule. It will be updated periodically as information becomes available.

What is the INCOSE International Workshop?

This workshop is the event during which INCOSE Working and Interest Groups meet for intensive working sessions. This is also the meeting at which the year's officers are installed and when INCOSE's Boards and Administrative Committees meet. Please note that there are no paper or panel presentations as in the Annual International INCOSE Symposium. All INCOSE leaders and members of Interest and Working Groups are encouraged to attend. Any INCOSE member who would like to join one of the Interest Groups or Working Groups may do so prior to the International Workshop by contacting the appropriate group chair in advance of the meeting. Contact information can be found on the INCOSE web site (www.incose.org). First-time attendees are encouraged to "do their homework" regarding their selected group prior to the Workshop.

Format Change for the International Workshop

The format for the INCOSE International Workshop will change in 2003. The Workshop will begin Sunday afternoon and conclude on Tuesday evening with the Technical Board Reception. Meeting rooms will be available on a first-requested, first-served basis from Sunday afternoon through Tuesday afternoon. A *limited number* of meeting rooms will also be available on a first-requested, first-served basis for groups interested in meeting on Sunday morning and Wednesday morning. For an overview of the new Workshop structure, please visit the IW2003 web site.

To Request Meeting Space *(Please read this if you are a Board, Committee or Group leader.)*

To reserve meeting space and audiovisual equipment for your committee or group, please complete and return the attached **Meeting Space Request Form** located at the end of this letter. (This form may also be found on the IW 2003 web site.) **Please submit this form as an e-mail attachment by December 6, 2002.** *Meeting space is limited* and will be assigned on a first-requested, first-served basis, upon receipt of the completed Meeting Space Request Form.

Workshop Meals

A continental breakfast and light luncheon buffet will be provided Sunday through Tuesday. In addition, you are cordially invited to attend the group Banquet that will take place at the hotel on Monday evening and the Technical Board Reception on Tuesday evening. To assist us in planning accurately for these functions, please indicate on the registration form which meal functions you will be attending. Guest tickets for all meal functions are available upon request.

Hotel Information

The International Workshop will be held at the **Tampa Airport Marriott**, located inside the **Tampa, Florida International Airport**. Upon your arrival at the airport, simply take a tram to the main terminal and walk directly to the hotel lobby. The hotel offers a relaxing outdoor pool and garden area, fitness room, a lounge and two restaurants. All guestrooms feature a standard data port at no charge, with the option of high speed Internet access for \$9.95/24 hours. A newly opened International Plaza (www.shopinternationalplaza.com), located 2 miles from the hotel, features several major department stores and more than 100 specialty stores as well as dining options. International Plaza offers an airport courtesy van that picks up passengers at all baggage claim areas at Tampa International Airport. For details about the hotel, visit: www.marriott.com/tpaap.

A limited number of guestrooms will be available for INCOSE International Workshop participants at the special group room rate of **\$135 per night (plus applicable tax)** single or double occupancy. *Reservations will be accepted at the group rate until Monday, 6 January 2003 or until the group block is filled, whichever occurs first.* After this date, reservations will be accepted on a space-available basis only **and the group rate may not be available.**

A limited number of **guestrooms** are available at the prevailing **government rate**, if requested at the time you make your reservation. Appropriate documentation will be required upon check-in.

Check-in time is 3:00 p.m. and checkout time is 1:00 p.m. Cancellations must be received by the hotel by 24 hours prior to arrival to qualify for a refund.

Please **confirm** your **hotel reservation at the Tampa Airport Marriott** no later than Monday, 6 January 2002. You may phone the hotel directly at **+1-813-879-5151 or toll free at 1-800-564-3440** (*if phoning from the U.S.*). Be sure to identify yourself as an INCOSE International Workshop participant to receive the special group rate.

About Tampa, Florida

Centrally located on Florida's west coast and within 30 minutes of numerous area beaches and other recreational attractions, Tampa offers a perfect location from which to explore the beautiful Gulf of Mexico beaches, visit Ybor City, Tampa Bay's lively Spanish district, or play a round of golf. The city enjoys a semi-tropical climate with an average winter temperature of 62.5 degrees Fahrenheit. For more information about Tampa, click on: http://www.thcva.com/index_visitor.html.

We look forward to seeing you next February in Tampa. In the meantime, if we can be of any assistance, please don't hesitate to contact our Conference Manager at pcmi@pcmisandiego.com.

Sincerely,

John Snoderly
INCOSE President