



INCOSE
International WORKSHOP 2005
30 January – 1 February
Tampa, Florida, USA

Dear INCOSE Member,

We are pleased to invite you to join us in Tampa, Florida, for the **INCOSE International Workshop 2005**, to be held **Sunday – Tuesday, 30 January – 1 February** at the **Tampa Airport Marriott**.

What Is the International Workshop?

As you know, this annual workshop is just that – an opportunity for active members of INCOSE’s Working Groups as well as its Committees and Boards to meet in 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 Working Groups are encouraged to participate. Any INCOSE member who would like to join one of the 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 research their selected work group prior to the Workshop.

Registration Fees and Policies for the International Workshop

The registration fee for attendance is **\$250** per person if you register **by 17 December**, and **\$285** after **17 December**. *Space is limited for the 2005 Workshop* so to confirm your participation; we encourage you to **register by 10 January 2005**. If you are registering after 10 January, please email pcmi@pcmisandiego.com to inquire about space availability.

To register for the Workshop, please use the secure conference registration form located on the IW 2005 web site: www.incose.org/iw2005. The **on-line registration** form will be available beginning **Friday, 29 October**. 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**.

In the event you will be unable to attend the Workshop, you must provide written notice of cancellation to the Symposium Office *by 14 January*. All notifications received by 14 January will be subject to a \$25 cancellation fee. There will be no refunds for cancellations received after 14 January.

Workshop Schedule and Meeting Space for Committees and Working Groups

The Workshop schedule is available on the IW 2005 website www.incose.org/iw2005, along with the Meeting Space Request Form. Be sure to visit the IW 2005 web site for more information and updates to the Workshop schedule. The site will be updated periodically as information becomes available.

Workshop Meals

A light luncheon buffet, as well as morning and afternoon coffee breaks, 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. 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 the banquet are available upon request.

Hotel Information

The International Workshop will take place 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. The International Plaza (<http://www.shopinternationalplaza.com>), located 2 miles from the hotel, features several major department and more than 100 specialty stores as well as dining options. The 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: <http://www.marriott.com/dpp/PropertyPage.asp?MarshaCode=TPAAP>.

A limited number of guestrooms will be available for INCOSE International Workshop participants at the special group room rate of **\$139 per night (plus applicable tax)** single or double occupancy. *Reservations will be accepted at the group rate until Friday, 7 January 2005 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.**

Check-in time is 3:00 p.m. and checkout time is 1:00 p.m. Cancellations must be received by the hotel no later than 24 hours prior to arrival to qualify for a refund.

INCOSE encourages participants who will require overnight accommodations to stay at the Tampa Airport Marriott to take advantage of the hotel's amenities and to enjoy the comfort and convenience of this very special hotel. Also, by booking your room at the Airport Marriott, you will be helping INCOSE meet its contractual agreements with the hotel to utilize a minimum number of guest rooms in exchange for the use of meeting space.

Please **confirm** your **hotel reservation at the Tampa Airport Marriott** no later than **Friday, 7 January 2005**. 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. You may also make your reservations on **the internet** by visiting <https://marriott.com/reservation/availability.mi?propertyCode=tpaap&gc=iosiosa>.

Government Room Rate

A **limited number of guestrooms** are available at the prevailing **government rate**, if requested at the time you make your reservation. Please note that **appropriate documentation (government id) is an absolute requirement** upon check-in. You may make your reservations at the government rate by calling +1-813-879-5151, or by visiting <https://marriott.com/reservation/availability.mi?propertyCode=tpaap&gc=ignigna>.

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.visittampabay.com>.

We look forward to seeing you in Tampa in January. In the meantime, if we can be of any assistance, please don't hesitate to contact our Conference Manager at iw05@pcmisandiego.com.

Sincerely,

Heinz Stoewer
INCOSE President