

Dear INCOSE Member,

We are pleased to invite you to join us in Albuquerque, New Mexico, USA for the **INCOSE International Workshop 2008**, to be held **Saturday, 26 – Tuesday, 29, January** at the **Embassy Suites Hotel Albuquerque**.

What Is the International Workshop?

INCOSE's International Workshop is *the* event of the year for systems engineers to contribute to the state of the art. Unlike INCOSE's annual International Symposium and other conferences, there are no paper or panel presentations. Instead, attendees spend 4 days immersed in a vibrant community of fellow systems engineers who are there to make a difference. Systems Engineers at all levels and from all backgrounds are encouraged to engage in working sessions, and contribute their knowledge and experience to take the discipline forward.

IW2008 will incorporate working meetings for groups engaged in INCOSE's major projects and in international Standards development, workshops to explore the Systems Engineering challenges in new sectors, opportunities for Chapter leaders to meet and share best practice, support sessions to help you get the most out of INCOSE's shared working environment and a broad range of other technical meetings. Planned sessions and points of contact will be published on the website as these become available, and attendees are encouraged to contact the relevant session leaders before the event for further information.

IW2008 is only open to INCOSE members. However, non-members can join prior to the IW for \$55, giving 6 months membership up to the annual renewal date of June 1, 2008. For more information membership, please visit www.incose.org/membership/membershiptypes.aspx or email info@incose.org.

Registration Fees and Policies for the International Workshop

All attendees at the IW pay a registration fee, except for the INCOSE Senior Members, to help cover the costs of the event. The registration fee for attendance is **\$395** per person if you register **by 15 December 2007**, and **\$420 after 15 December 2007**. *Space is limited for the 2008 Workshop* so to confirm your participation we encourage you to **register by 9 January 2008**. If you are registering after 9 January, please email iw@pcmisandiego.com to inquire about space availability.

To register for the Workshop, please use the secure conference registration form located which will be posted on the IW 2008 web site: www.incose.org/iw2008. 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 11 January 2008**. All notifications received by 11 January will be subject to a \$50 cancellation fee. There will be no refunds for cancellations received after 11 January.

Workshop Schedule and Meeting Space for Committees and Working Groups

The Workshop schedule is available on the IW 2008 website. If your working group or committee will be meeting at the IW 2008, be sure to fill out and submit the **Request for Meeting Space Form** early as space is assigned on a first-come, first-served basis. **Be sure to visit the IW 2008 web site www.incose.org/iw2008 for more information and updates to the Workshop schedule. The site will be updated periodically as information becomes available.**

Workshop Meals

A light lunch, as well as morning and afternoon coffee breaks, will be provided Saturday through Tuesday. *In addition, you are cordially invited to attend the group Banquet that will take place on Monday evening and the President's Closing Reception on Tuesday evening both being held at the hotel.*

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 for an additional charge.

Hotel Information

Embassy Suites Albuquerque

1000 Woodward Place NE

Albuquerque, New Mexico 87102

Phone: 505-245-7100; Fax: 505-247-1083

The International Workshop will take place at the **Embassy Suites Hotel Albuquerque – Albuquerque, New Mexico, USA (<http://www.embassysuitesalbuquerque.com>)**. The Embassy Suites is the newest full service all-suite hotel located in downtown Albuquerque. Ideally located off of I-25, between the University of New Mexico and the Downtown Business District, and only three miles from the Albuquerque International Airport. Whether traveling on business or leisure, each Embassy Suites guest will be greeted with one of our beautifully decorated 261 two-room suites, which includes a full cooked-to-order breakfast and Manager's nightly reception. Take advantage of our 24-hour fitness center or enjoy our indoor pool and sundeck. Convene with friends and family in the Embassy Lounge, located in our luxurious open atrium with a cascade and meandering water trails, or wine and dine yourself at the Embassy Grill featuring Southwest Cuisine. Unwind with our full service day spa-Spa Botanica, which entails all of the pampering services imaginable, featuring wraps and manicures as well as relaxing massages provided by one of our Certified Massage Therapists.

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)** or **\$99 Government Rates**, single or double occupancy. The hotel has extended the Group rate for arrivals up to three (3) days prior to the conference and three (3) days after the conclusion of the conference based on availability. ***Reservations will be accepted at the group rate until Friday, 7 January 2008 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 12:00 p.m. Cancellations must be received by the hotel no later than 48 hours prior to arrival to qualify for a refund.

INCOSE encourages participants who will require overnight accommodations to stay at the Embassy Suites Hotel Albuquerque to take advantage of the hotel's amenities and to enjoy the comfort and convenience of this very special resort. Also, by booking your room at the Embassy Suite Hotel Albuquerque, 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 Embassy Suites Hotel Albuquerque no later than Monday, 7 January 2008. You may phone the hotel directly at **+1-505-245-7100**. 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 www.embassysuitesalbuquerque.com and entering INC or ING in the promotional code window.

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 required** upon check-in. You may make your reservations at the government rate by calling **+1-505-245-7100**.

About Albuquerque, New Mexico

Located in central New Mexico, Albuquerque is the largest city in the state and the perfect location to experience the authentic Southwest.

Albuquerque combines a unique blend of multi-culturalism, natural beauty, profound historic attractions, and spectacular climate with four distinct seasons, museums, galleries and shopping to create a diverse and unforgettable visit for every kind of visitor.

With museums, fiestas, theatres, cuisine, music and sports, Albuquerque is a high desert city full of activities for everyone.

300 Years of History and Culture

The Albuquerque area has been inhabited by American Indians for hundreds of years. The present-day city was founded in 1706 when Governor Francisco Cuervo y Valdez penned a letter to the Duke of Albuquerque reporting that he had founded a villa along the banks of the Rio Grande. Since then, the city—named after the duke—has grown from a tiny settlement of families to a rich, multi-cultural metropolis of more than 753,000 people. Albuquerque blends America's prehistory with its future. It has been called one of the most culturally diverse cities in the country.

Experience the city where the people and culture are interwoven into the fabric of time and history.

For more information please visit the Albuquerque Convention and Visitors Bureau website at www.abqcvb.org

We look forward to seeing you in Albuquerque in January 2008. In the meantime, if we can be of any assistance, please don't hesitate to contact our Conference Manager at iw@pcmisandiego.com.