

**Dear INCOSE Member,**

We are pleased to invite you to join us in San Francisco, California, USA for the **INCOSE International Workshop 2009**, to be held **Saturday, 31, January – Tuesday, 3, February** at the **Westin San Francisco Airport Hotel**.

### **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, panel or tutorial presentations. Instead, attendees spend 4 days working alongside 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.

IW2009 facilitates 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.

IW2009 is only open to INCOSE members. However, non-members can join INCOSE prior to the IW. For more information about membership, please visit [www.incose.org/membership/membershiptypes.aspx](http://www.incose.org/membership/membershiptypes.aspx) or email [info@incose.org](mailto:info@incose.org).

### **Registration Fees and Policies for the International Workshop**

All attendees at the IW pay a registration fee, to help cover the costs of the event, except for the INCOSE Senior Members. The registration fee for attendance is \$420 per person. **Space is limited for the 2009 Workshop** so to confirm your participation we encourage you to **register by 9 January 2009**. If you are registering after 9 January, please email [iw@askintlconference.com](mailto:iw@askintlconference.com) to inquire about space availability.

To register for the Workshop, please use the secure on line conference registration form using the link which will be posted on the IW 2009 web site: [www.incose.org/iw2009](http://www.incose.org/iw2009). Or you may use the PDF registration form which will be posted on the IW 2009 web site: print it, complete it and return it by Fax (+33 5 6769 9015 - 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 after you have registered, you must provide written notice of cancellation to the Workshop Office **by 11 January 2009**. 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 2009 website. If your working group or committee will be meeting at the IW 2009, 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 2009 web site [www.incose.org/iw2009](http://www.incose.org/iw2009) for more information and updates to the Workshop schedule. The site will be updated periodically as information becomes available.**

## Workshop Meals

Breakfast, 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

### The Westin San Francisco Airport

1 Old Bayshore Highway

Millbrae, California 94030

Phone: + 1 (650) 692 3500 Fax: + 1 (650) 872-8111

The International Workshop will take place at the **Westin San Francisco Airport – San Francisco, California, USA** (for more information click [here](#)).

A limited number of guestrooms will be available for INCOSE International Workshop participants at the special group room rate of **\$153 per night** or **\$109** Government Rates, single or double occupancy **exclusive of breakfast**.

The rates are exclusive of applicable state and local taxes currently at 10.065%, as well as \$1.00 San Mateo Tourism Assessment Fee.

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 Tuesday, 6 January 2009 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.

### 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 (US federal government id) is 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 no later than 48 hours prior to arrival to qualify for a refund.

## How to make your reservation

We encourage you to confirm your reservations early and in writing to avoid any confusion. Reservations are now open.

A credit card or check will be required to guarantee your reservation.

You may make your discounted reservations online.

To make a reservation at the INCOSE Group rate click on or copy and paste the following link into a web browser: <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0810027292&key=A5894>

Group Name: INCOSE IW 2009

To make a reservation at the INCOSE Government rate click on or copy and paste the following link into a web browser: <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0810027289&key=A871B>

Group Name: INCOSE IW 2009

You must have a US federal government ID to receive the government rate.

Or you may contact the hotel directly to make your room reservations.

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Millbrae, California, USA 94030  
Phone: + 1 (650) 692 3500 Fax: + 1 (650) 872-8111

Please be sure to mention you are attending the INCOSE IW 2009 meeting to receive the discounted group rate.

INCOSE encourages participants who will require overnight accommodations to stay at the Westin San Francisco Airport to take advantage of the hotel's amenities and to enjoy the comfort and convenience of this hotel. Also, by booking your room at the Westin San Francisco Airport, 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.

#### **About San Francisco, California**

Thanks to the movies, San Francisco's highlights are well known; Fisherman's Wharf, Ghirardelli Square, China Town, Lombard Street, plus, one of the most recognizable landmarks in the world – The Golden Gate Bridge. Tour Alcatraz. Take a day trip to Muir Woods, home of the Giant Redwoods. Sample theme parks, museums and clubs. Citywide public transportation includes cable cars, buses, trolley buses, a metro system and historic streetcars. Just be sure you have exact fare. The scenery is unequalled. The sports are, too. Watch the white fog fill the Golden Gate as the sunset lights up the windows across the bay, and prepare to leave your heart.

For more information please visit the San Francisco Convention and Visitors Bureau website at <http://www.onlyinsanfrancisco.com/>

We look forward to seeing you in San Francisco in January 2009. In the meantime, if we can be of any assistance, please don't hesitate to contact Karin at [iw@askintlconference.com](mailto:iw@askintlconference.com)