

Dear INCOSE Member,

We are pleased to invite you to join us in Phoenix, Arizona, USA for the **INCOSE International Workshop 2011**, to be held **Saturday, 29, January – Tuesday, 1, February** at the **Hyatt Regency Phoenix Hotel**. For updates visit the IW 2011 web site: www.incose.org/iw2011.

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.

IW2011 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.

IW2011 is open to INCOSE members, and non-members are encouraged to join INCOSE prior to the IW. For more information about membership, please visit www.incose.org/membership/membershiptypes.aspx or email info@incose.org.

Registration Fees and Policies for the International Workshop

All IW attendees pay a registration fee, to help defray the costs of the event, except for the INCOSE Senior Members. The registration fee for attendance is **\$420**.

This year, for the first time, the INCOSE International Workshop is open to non-members for a registration fee of **\$555**.

Space is limited for the 2011 Workshop so we encourage you to **register by 2 January 2011**. If you are registering after 2 January, please email incose_events@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 2011 web site: www.incose.org/iw2011. Or you may use the PDF registration form which will be posted on the IW 2011 web site: print it, complete it and return it by Fax (+33 5 6769 9015 - credit card payments only) or by standard mail. All checks should be made payable to: **INCOSE and must be received at** INCOSE /IW2011 - 7670 Opportunity Rd Ste 220 - San Diego CA 92111-2222 (USA) before 9th January, 2011.

In the event you will be unable to attend the Workshop after you have registered, you must provide written notice of cancellation to incose_events@askintlconference.com **by 9 January 2011**. All cancellations received by 9 January will be subject to a \$50 cancellation fee. There will be no refunds for cancellations received after 9 January. Substitutions are allowed. Please send an email to incose_events@askintlconference.com with the name and e-mail address of the substitute. A new invitation will be sent.

Workshop Schedule and Meeting Space for Committees and Working Groups

The Workshop schedule is available on the IW 2011 website. If you are responsible for a working group or committee that will be meeting at the IW 2011, 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 2011 web site www.incose.org/iw2011 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.

Please plan to join us for an **INCOSE Soiree on Saturday evening hosted by the CAB**. This festive evening will feature an open wine bar, door prizes donated by INCOSE chapters, plentiful hors d'oeuvres and the opportunity to mingle with your colleagues. All are welcome. Proceeds benefit the INCOSE Foundation.

In addition, you are cordially invited to attend the **Closing Reception on Tuesday evening** being held at the hotel.

To assist us in planning accurately for these functions, please indicate on the registration form which days & receptions you will be attending. Guest tickets can be ordered as part of the registration for an additional charge. Please be informed that lunch is not provided for guests.

Hotel Information

Hyatt Regency Phoenix

122 N. Second St - Phoenix, AZ 85004

Reservations Phone: + 1 800 233-1234

All activities for the International Workshop will take place at the **Hyatt Regency Phoenix Hotel – Phoenix, Arizona, 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 **\$175 per night** or **\$126 per night Government Rate**, single or double occupancy. **Breakfast and Wireless Internet access in the guest rooms are included in the room rate.**

The rates are exclusive of applicable state and local taxes currently at 13.27%

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 Wednesday, 5 January 2011 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 offered.

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 12:00 p.m. Any cancellations or no show will result in a one night's room and tax penalty.

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:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2731372

Please select "Attendee" as guest type.

To make a reservation at the INCOSE Government rate click on or copy and paste the following link into a web browser:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2731372

Please select "I have a group code" as guest type and then type in the code ICSGOV0111

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.

Hyatt Regency Phoenix
122 N. Second St - Phoenix, AZ 85004
Reservations Phone: + 1 800 233-1234
Front Desk Phone +1 (602) 252-1234

Please be sure to mention you are attending the INCOSE IW 2011 meeting to receive the discounted group rate.

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

About Phoenix, Arizona

Big-league sporting events, renowned museums and plenty of trails for biking and hiking can all be found in Phoenix - Arizona's capital city and the heart of a metropolitan area of more than 4 million people. The city's skyscraper-filled skyline is complemented by the famed Camelback Mountain, creating the perfect balance of urban energy and Southwestern scenery.

For more information please visit the website: <http://www.arizonaguide.com/places-to-visit/phoenix-central-arizona/phoenix>

We look forward to seeing you in Phoenix in January 2011. In the meantime, if we can be of any assistance, please don't hesitate to contact Karin at karin.moens@incose.org