

Subject: Gene Drive Breakout group - Army Corps Workshop in May

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Hello, everyone!

Rick Lance (cc'ed here) and I are chairing the gene drive breakout group for the Army Corps of Engineers workshop in Boston on May 17th-19th at the Forbes Road Lincoln Lab facility www.ll.mit.edu/about/mapForbesRoad.html. I'm emailing to confirm that you plan to attend.

Also, I want to make sure that each of you have completed your travel arrangements -- the original email with more details from Suzanne Luke is below. (You'll note that there is no workshop hotel so you are on your own for booking, but you will be reimbursed. I am staying at Aloft, which is walkable to the workshop venue and has reasonable prices.)

All of you are in the gene drive breakout group, and we have assignments for each of you -- I'll send a follow-up email to each of you shortly. Attached is the gene drive case study with some example conversation starters and questions.

I look forward to seeing you next month!

Best,
Sarah

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I, Suzanne Luke, will be your main POC for your upcoming travel arrangements, but if I am unavailable and you need immediate assistance please contact Janice Miller at Janice.k.miller@usace.army.mil as

she will be assisting in getting orders entered and vouchers processed.

There will be a few steps to the process. First, we need your personal information to be entered into our system. Once this has been completed, we will begin working on your travel arrangements. I will forward step by step instructions to you. NOTE: We will pay for your airfare up front, however, other expenses will be reimbursed. Please be sure to keep your receipts.

Upon your return, I will forward travel voucher instructions. You will complete this form and return to me along with all of your receipts. The reimbursement process is usually a quick turnaround. We will discuss your reimbursement preferences later.

I will need you to fill out the first attached form (Request employee to be entered into CEFMS) and send it back to me at your earliest convenience. I must have this information in order to begin your travel orders.

If you have any questions, please let me know. I look forward to working with you.

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—Attachments:—

