**Eastern Brook Trout Joint Venture Meeting: September 27-30, 2015**

The Eastern Brook Trout Joint Venture (EBTJV) will be meeting September 27-30, 2015 at the Hadley Farms Meeting House in Hadley, MA (<http://hadleyfarmsmeetinghouse.com/>).  
This important meeting will be focused on reviewing the results from the EBTJV's range-wide Brook Trout assessment at the catchment scale and using these results to revise our partnership's Brook Trout Conservation Strategy.

Let Steve Perry ([ebtjv.coordinator@gmail.com](mailto:ebtjv.coordinator@gmail.com)) know whether you will be attending this meeting by August 1, 2015 so we have an understanding of how many attendees there will be.

Lodging

A block of 25 rooms have been reserved for EBTJV Meeting participants at the Hampton Inn Hadley, which is located on 24 Bay Road in Hadley, MA. The lodging rate is $99 + 11.7% tax = $110.58 per night. This rate includes a hot breakfast buffet, so if you are seeking travel assistance you should subtract this expense ($9) from your per diem request for meals (see below for more details).

To make room reservations click the following link: [www.hadley.hamptoninn.com](http://www.hadley.hamptoninn.com), select the dates of your stay, then type in the group code FWL in the group/convention code box. This will give you access to our room block and rate. You can also call 1-800-HAMPTON or the hotel directly, 413-586-4851, to reserve a room. Please reference our group code FWL if you call to make your room reservation. To take advantage of this room block and rate you will need to make your reservation no later than September 9, 2015.

The GSA meal and incidental per diem rate for Hadley, MA is $56, so for the first and last day of travel the reimbursement rate is $42.00 (75% of the per diem rate). Again, if you’re requesting assistance to cover your travel expenses associated with this meeting and you’re staying at the Hampton Inn, your non-travel day request should be $45.00.

Travel Assistance

If you need travel assistance please submit a Travel Assistance Request Form to Callie McMunigal ([callie\_mcmunigal@fws.gov](mailto:callie_mcmunigal@fws.gov)) by July 15, 2015 for processing.  If your travel assistance includes covering the costs of airfare, DO NOT make your own airline reservation as this needs to be handled through the Fish and Wildlife Service.  Also make sure your request includes ALL travel expenses you're seeking assistance for, as reimbursements will only be made for those travel expenses you listed on your request form.