

Personal Property Utilization and Disposal

Register at www.gsa.gov/events

Event Name: Personal Property Utilization and Disposal Course

Course Facility Location: Peachtree Summit Federal Building, Suite 530

Physical Address: 401 W. Peachtree St., Atlanta, GA 30308

Event Date: August 8 – 12, 2011

Aug. 8, 2011	1 pm ET	4 pm ET
Aug 9, 2011	8:30 am ET	4 pm ET
Aug 10, 2011	8:30 am ET	4 pm ET
Aug 11, 2011	8:30 am ET	4 pm ET
Aug 12, 2011	8:30 am ET	11 am ET

Registration time (if applicable):

Topics to be covered during the Course:

- Federal Utilization and Disposal of Personal Property regulations and process
- New Electronic features of GSAXcess, including shopping cart and picture options
- Specific categories of personal property
- Transfers and donations of personal property
- Sales and abandonment and destruction of personal property
- Computer and electronic disposal
- Reporting excess property to GSA

Please complete all entries that apply. If non-applicable, please designate: N/A

- Maximum number of attendees: **55**
- Is facility handicapped accessible: **Facility is handicapped accessible.**

- Driving directions: **Traveling to the Peachtree Summit Federal Building from the South take I-85 N to Pine Street exit 249B, right on Peachtree Street NE, next light, right on Ivan Allen Blvd. NE., right on Alexander, end at 401 West Peachtree. Traveling from North, take I-85 South to exit 249C towards Williams St., take left at first light (Ivan Allen). Cross over West Peachwest St., Take 1st left (Alexander) St. Parking is in front of building, 401 W. Peachtree St.**
- Is parking available: **Parking is available next to the Peachtree Summit Federal building at the Standard Parking lot located at the corner of Ivan Allen and Alexander Street. Parking is approximately \$5 - \$7 per day.**
- Indicate if public transportation is available: **Public transportation is available through MARTA. The train stop for the Peachtree Summit Federal Building is the Civic Center Station.**
- If applicable, provide local lodging accommodations (Normally, lodging will not be issues for seminars:

Please contact Mark Brantley (mark.brantley@gsa.gov, 404-331-0972) or Jackie Powell (Jackie.powell@gsa.gov, 404-331-3057) for a list of hotel options close to the training facility.

Twelve Hotel
400 W. Peachtree St., Atlanta, Ga
404-961-1212

Hyatt Regency Atlanta
265 Peachtree Street NE,
Atlanta, Georgia, USA 30303
404 577 1234

Atlanta Marriott Marquis
265 Peachtree Center Avenue
Atlanta, GA
404-521-0000

W Atlanta Downtown
45 Ivan Allen Junior Boulevard, Atlanta, GA
(404) 582-5800

Hyatt Place
330 Peachtree Street Northeast, Atlanta, GA
(404) 577-1980

Renaissance Atlanta Downtown Hotel
590 West Peachtree Street NW, Atlanta, GA
(404) 881-6000

- List identification and credential requirements, e.g., Military ID, Driver's license, Driver's insurance, seminar invitation, vehicle registration, etc: **Attendees must have either a Military ID or valid state Driver's license to enter the building.**
- For military installations: Provide any special instructions for entering and exiting installation: **N/A**
- List any electronic device restrictions, e.g., cell phones, Blackberry: **N/A**