



2019 *FIRST*[®] National Advocacy Conference

Washington, D.C.

June 23 - June 25, 2019



IMPORTANT TRAVEL INFORMATION:

PLEASE READ & DISTRIBUTE TO ALL MEMBERS OF YOUR TRAVELING PARTY





2019 FIRST National Advocacy Conference

June 23 - June 25, 2019

Thank you for your team's registration to attend the 6th Annual *FIRST*® National Advocacy Conference! We appreciate your decision to participate in this important cause and look forward to seeing you soon!

To change culture to value STEM, we must get our policy makers in our nation's capital on board with knowing about and supporting FIRST and STEM in education. If we are not there telling them about our experiences, no one else is! This is a conference consisting of training to prepare students and mentors for meetings with their Senators and Members of Congress in their offices on Capitol Hill.

This conference consists of training to prepare students and mentors for meeting with their State Senators and Members of Congress in their offices on Capitol Hill.

HOW TO LOG INTO YOUR TRAVELER ACCOUNT

To view your complete account information visit our website and log into your account directly, please click [here](#). Enter your last name, and your six-digit traveler ID number (found on your invoice). Please ensure all names in room(s) are correct, team name and team number is correct, and travel dates are correct.

If you have trouble viewing your account or want to discuss or request a change, please call or email one of our expert customer service representatives at 888-877-4445 option 3 or email info@gettravel.com.

PLEASE NOTE: The participant names and team names we have on file from the team leader as of June 5, 2019 will be printed on the event badges. There is no way to make changes onsite. If you have not submitted names or have changes, please call or email GET Travel ASAP.

EVENT CHECK-IN & HELP DESK HOURS

If you have any hotel, or travel questions throughout the weekend, please visit Julie at the Information Desk in the hotel lobby during the hours listed below or call our on-site number at **407-404-0622**.

EVENT CHECK-IN & HELP DESK HOURS*:

Room Check In and Luggage Storage is done at the hotel front desk.

A GET Travel representative will be located in the lobby of the Holiday Inn Capitol for event information and registration check in.

Saturday, June 22 – 1pm to 6pm

Sunday, June 23 – 9am to 1pm

*For needs outside of these hours, please call Julie Koblasz at **407-404-0622**

Please Note: The meeting room is the Capitol room that is located on the lobby level past the FEMA Security desk. Notepads are provided.

Updated 5/30/2019

[Welcome & Important Reminders \(p.1\)](#)

[Daily Agenda \(p.2\)](#)

[Important Hotel Information \(p.3\)](#)

[What's included, what to bring & what to wear \(p. 4\)](#)

[Metrorail Information & Walking Distance Food Locations \(p. 5\)](#)

Useful Links:

Materials.firstnac.org

[DC Metrorail System](#)
[Airport Shuttle Bus](#)
[Airport Metrorail](#)
[Rental Cars](#)
[WorldStrides Travel for Credit Program](#)
[Fundraising](#)

[TWITTER - @firstnac](#)

ALL INFORMATION IS SUBJECT TO CHANGE

ACCOUNT HOLDERS

PLEASE READ:

It is the responsibility of the individual booking the rooms to provide every person involved in the reservation(s) a copy of this travel guide and the full [terms and conditions](#)

SCHEDULE OF EVENTS

Participants will get trained on the ins and outs of Congress from policy experts. Teams will also get a chance to customize and practice talking points for their Congressional meetings.

Sunday, June 23, 2019

- 12:30 PM Doors Open
- 1:00 PM Informal Networking
- 1:30 PM Conference Commences
- 5:00 PM Walk to the Capitol Building for Pictures, Adjournment
Dinner on Your Own

Monday, June 24, 2019

- 7:45 AM Breakfast and Networking
- 8:15 AM Conference Reconvenes
- 12:00 PM Lunch and Networking
- 5:00 PM Adjournment
Dinner on Your Own

Tuesday, June 25, 2019

- 8:00 AM Congressional Meetings
- 5:00 PM Reception in the Dirksen Senate Office Building
(refreshments will be served)
- 7:00 PM Reception Concludes and Conference Adjourns

Please Note: Above agenda is subject to change.

IMPORTANT HOTEL INFORMATION

At hotel check in you will be asked for your photo ID, and a credit card for incidentals. Hotel rooms are listed by the primary adult's last name who registered with GET Travel. All roommates are then listed as secondary names under the primary last name. Portage is included in the room fee. **Rooms at the Holiday Inn Capital must be checked in by a person over the age of 21. Guests with an IHG Rewards account can request and receive points for their stay at time of check in with the front desk.**

Check-in & Checkout: Hotel Check-in time is after 4:00pm. For early travelers, every effort will be made to get guests settled as soon as possible. Guests arriving before check-in time will be accommodated as pre-assigned rooms become available. Check out at the NAC host hotel is 12 Noon. If you are going to request a late check out, please make that request with the front desk when you check in. Please be advised, only your room and tax have been pre-paid. All incidental charges are the responsibility of the guest, including early check in charges, late check out charges, room service, parking charges, etc.

Connecting Room/Adjoining Room/Bed Type: All rooms are based on the hotel's "standard" room type. Rollaway beds or rooms with sofa beds are not an option. Every effort will be made to accommodate all requests for specific bed types, connecting rooms, adjoining rooms, and multiple rooms together. Due to the high volume of the event weekend, timing of other guests Check In and Check Out, and the capacity of specific hotels, we cannot guarantee any specific room requests.

Roommates: If you have not yet submitted the names of all the individuals occupying your room, please call us and/or email us at 888-877-4445 opt. 3 or by email at info@gettravel.com no later than June 5, 2019. Every hotel requires the names of all individuals staying in their property in case of emergency.

Holiday Inn Capitol 550 C Street SW, Washington D.C. 20024 (Within walking distance to Capitol Hill)



- Starbucks on property Open 7am - 7pm
- Complimentary wireless internet
- Rooftop Outdoor pool open weekdays 12-8pm & Weekends 10am - 10pm
- In room refrigerator, Keurig coffee maker
- Fitness Room
- Wi-fi & Portage Included in the rate
- In-Hotel Restaurant, Lobby Market, 24 hours room service

3.8 miles to DCA Airport (Reagan)
1 block to Nearest Metro Station
2 Stops (8 minutes) to Capitol South Station
1.2 miles from Hotel to Capitol Hill
Several food options within walking distance

Parking Fee: \$40 flat fee per night

IMPORTANT CONFERENCE INFORMATION

WHAT'S INCLUDED?

Each registered participant receives a digital briefing booklet of materials, Portfolio with Pad for note taking, breakfast and lunch on Monday, and a 5-7 pm reception on Tuesday. You will be provided a guide for scheduling meetings with your Senators and Members of Congress. Teams are responsible for the costs of your hotel rooms, parking & transportation. Meals not mentioned in the agenda are on your own.

WHAT DO I BRING?

Each student & mentor should bring:

- Business cards (at least 10 each)
- Informational One-Page Handout on your Team/School/District (at least 10)
- Umbrella in case of rain
- Swimsuit
- Comfortable shoes and casual clothes for sightseeing in the evening
- SmartTrip Metro Cards

WHAT DO I WEAR?

- Sunday and Monday will be team uniforms
- Wear comfortable shoes
- Formal dress attire for Tuesday Capitol Hill meetings (suit and tie, pants suit)
- Wear two pairs of socks with dress shoes to avoid blisters from all the walking

ADDITIONAL TRAVEL PLANNING

Destination Airports: You can fly into any of the three airports: Reagan (DCA), Dulles (IAD), or Baltimore (BWI). Reagan is closest. Dulles or Baltimore may offer cheaper flights, but you may need a Shuttle Service to get from the airport to the host hotel. You should plan to arrive no later than 12pm on Sunday, June 23, 2019. You can make arrangements to fly out anytime on Wednesday, June 26, 2019 or later.

Destination Transportation: Reagan is the closest airport and is just a quick cab or shuttle ride to/from the hotel. You may also take the Metro from both DCA or IAD. If you plan to ride the Metro, you may want to buy a SmartTrip Card.

WASHINGTON DC METRORAIL INFORMATION

Reagan National Airport

The Washington, DC Metrorail system has an elevated Metrorail station connected to the concourse level of Terminals B and C at Reagan National Airport. The Metrorail system provides easy and affordable access to locations throughout Washington, Virginia and Maryland.

Getting to the Metrorail station from the Terminals:

- Terminal B and C: Use either of two enclosed pedestrian bridges on the concourse level which connect directly to the station.
- Terminal A: Exit the terminal to the street side curb, and board any "Airport Shuttle" bus. At the stops for Terminal B/C or Parking Garages B and C you can access an enclosed bridge which connects directly to the Metrorail station.

Getting to the Terminals from the Metrorail station:

- Terminal C: Go to the north end of the train platform and exit the station. A pedestrian bridge connects directly to the Terminal's Concourse level.
- Terminal B: Go to the south end of the train platform and exit the station. A pedestrian bridge connects directly to the Terminal's Concourse level.
- Terminal A: Go to either end of the train platform and exit the station towards the parking garage. Take the elevator or stairway to the street level below and board any "Airport Shuttle" bus.
- Elevator access: The elevator is located at the center of the train platform. There is a sloped sidewalk at ground level which connects to both pedestrian bridges (follow signs).

Metrorail Fares and Farecards:

Metrorail farecards may be purchased at machines located at all entrances to the Airport Metrorail station. The station is also fully accessible via elevators.

The maximum fare to any station on the Metrorail system is less than \$6 when using a SmarTrip card which is available for purchase inside the Metro station.

Hours of Operation:

Refer to Metro's [website](#) for the Reagan National station. On Saturday and Sunday mornings, prior to the opening of the Metrorail, [Metrobus Routes 13F&G](#) operate on the upper roadway next to Terminal B from 5:50am-8:00am. Service is provided to Crystal City, Pentagon, Arlington Cemetery and downtown Washington, D.C.

For more Metrorail information, call (202) 637-7000; TTY (202) 638-3780. Or, visit the Transit Authority's website at wmata.com.

Quick Service Food Locations within 0.5 mile of Host Hotel*:

- Hotel has Coffee/pastries/breakfast sandwich Kiosk,
- Starbucks, Capitol Bistro Restaurant
- L'Enfant Plaza Food Court
- Wall Street Deli
- Sal's Café
- Potbelly Sandwich Works
- Quizno's Subs
- Subway Subs
- McDonalds
- Cosmo Café
- Vie de France
- Pizza Authentica

*See Hotel Concierge for full updated listing of local eateries and directions