

LOGISTICS

August 13 – 14, 2018

START & END DATES/TIMES

Workshop START: August 13, 2018 at 8:30AM

Workshop END: August 14, 2018 at 4:00PM

Note that the workshop will be time intensive. Please block off those days for course work and do not plan other activities.

VENUE AND ACCOMMODATIONS

Hilton Washington DC/Rockville Hotel
1750 Rockville Pike, Rockville, MD 20852
Phone: 301 468-1100

Please note: Discounted rooms will be available at the workshop hotel, the Hilton Washington DC/Rockville, at a reduced rate of \$169/night + taxes for single occupancy. This rate includes breakfast (for one person) and in-room WiFi. Please reserve your overnight room by **Friday, July 27th** via the following link: <https://tinyurl.com/l-CorpsAtNIH/August2018>

If you have any questions about this, please contact halvarez@venturewell.org

You will be responsible for:

- Reserving your overnight room(s) as well as the cost of your lodging. Please provide payment to the hotel when you check in (\$169/night + taxes for single occupancy).
- Requesting changes/cancellations to your booking by July 27th to avoid incurring lodging costs.
- Reimbursing VentureWell for any incidental hotel charges incurred on your behalf. VentureWell reserves the right to invoice you for these charges.

TRAVEL

You are responsible for arranging your travel to attend the DC area meeting. The closest local airports to the Hilton Washington DC/Rockville are Ronald Reagan Washington National Airport – DCA (22 miles away) and Dulles International Airport – IAD (28 miles away).

For more information on ground transportation, parking, directions and other hotel features, please visit the hotel's website [here](#).

DRESS CODE

Dress code is business casual.

QUESTIONS?

Please contact Hollie Alvarez, halvarez@venturewell.org.