

106 Essentials Course: Washington, DC

“The Section 106 Essentials” course will be held on Wednesday, May 14 and Thursday, May 15, 2008.

Important note: Classes are filled on a first come/first served basis of registrations received with payment at the Advisory Council on Historic Preservation (ACHP). You must be confirmed by the ACHP to be admitted to class.

Registration: For individuals paying by credit card, on-line registration is available and can be accessed at <http://www.achp.gov/106essentials.html#forms>. For group registrations and for individuals paying by check or SF 182, registration forms must be downloaded at <http://www.achp.gov/106essentials.html#forms> and faxed to 202-606-5073.

Course Location: **The course is being held at the Four Points by Sheraton at 1201 K Street, Washington, DC.**

Accommodations: Below is a list of area hotels. You may find additional hotels at online hotel booking websites. I recommend searching for sites for Washington, DC 20004, or finding hotels in Arlington or Alexandria, VA near Blue or Orange Metrorail stations.

Area Hotels (with various rates)

St Gregory Luxury Hotel & Suites

2033 M St NW
Washington, DC 20036
(800) 821-4367
<http://www.stgregoryhotelwdc.com/>

Beacon Hotel

1615 Rhode Island Ave, NW
Washington, DC 20036
(800) 821-4367
<http://www.capitalhotelswdc.com>

Phoenix Park Hotel

520 N. Capitol St, NW
Washington, DC 20001
(800) 824-5419
<http://www.phoenixparkwashington.com>

Washington Plaza Hotel

10 Thomas Circle
Washington, DC 20005
(202) 842-1300
washingtonplazahotel.com

Homewood Suites

1475 Massachusetts Ave NW
Washington, DC 20005
(800) 225-5466
<http://homewoodsuites.hilton.com>

Traveling to Washington, DC:

- Ronald Reagan National Airport (DCA) 703-417-8000 | metwashairports.com – Approximately 10 minutes and 8 miles from Downtown Washington.

Ground transportation:

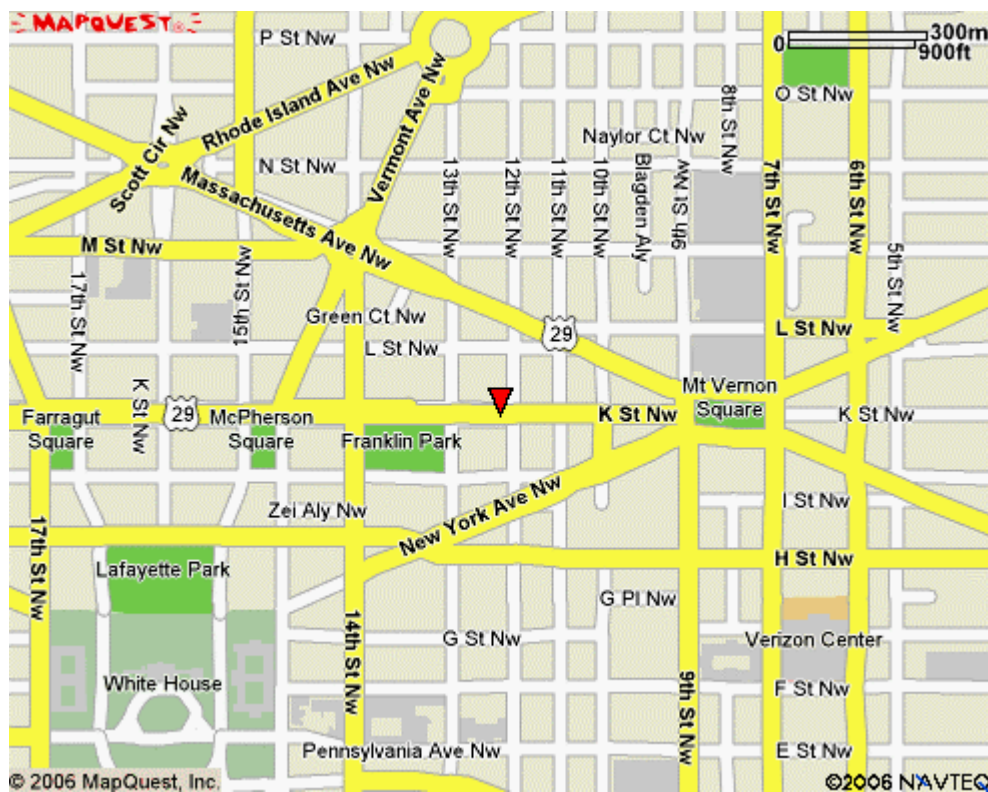
- Metrorail system from National Airport – www.wmata.com.
 - Taxicab fare - approximately \$12.00 - \$15.00 one-way.
 - Super Shuttle you must call for rates and reservation 1-800-258-3826 or, log onto www.supershuttle.com. Reservations are not needed from airport, however they are required for hotel pick-up.
- Dulles International Airport (IAD) 703-572-2700 | metwashairports.com - 30 miles and approximately 40 minutes.

Ground Transportation:

- Super Shuttle you must call for rates and reservation 1-800-258-3826 or, log onto www.supershuttle.com. Reservations are not needed from airport, however they are required for hotel pick-up.
- Taxi cab fare = approximately \$40.00 - \$45.00 one-way.
- Baltimore Washington International Airport (BWI) 1-800-435-9294 | bwiairport.com – 35 miles and approximately 55 minutes.

Ground transportation:

- Super Shuttle - provides shared ground transportation from BWI to or from hotels for approximately \$50.00 each way. Reservations are not needed from airport, however they are required for hotel pick-up. For reservations, log onto www.supershuttle.com or call 800-258-3826.
- Taxi cabs - approximately \$55.00 one-way.



Public Transportation: Washington Metropolitan Area Transportation Authority (Metro) system is a very economical and accessible way to travel via rail and bus in the DC area. The McPherson Square metro stop (orange/blue lines) and the Metro Center metro stop (red line) are the closest to the hotel. Log onto www.wmata.com and use the Trip planner to help with your travel needs.

Parking: Parking is extremely difficult and expensive in Washington, DC. It is recommended that you take public transportation or a cab to the hotel. The hotel has very limited parking availability.

Registration: Registration will be outside the conference room on Wednesday, May 14 at 8:00 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

Schedule: *The Section 106 Essentials* course runs from 8:30 am to approximately 4:30 pm each day. Short breaks will be given in the morning and afternoon. There will be a break for lunch, which is on your own.

Meals: Light morning fare will be provided each morning along with an afternoon break each day. The cost of these food functions is included in the registration fee. All other meals are on your own.

Attire for Training Course: Attire for the course is casual. Also, please keep in mind that meeting rooms tend to be cool, so plan to bring a sweater or jacket.

Cancellations: If made at least 14 days prior to the start of the course, registrants who cancel will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

Questions: If you have any questions about logistics or course information, please contact Cindy Bienvenue at cbienvenue@achp.gov or 202-606-8521.

We have a great training course planned for you and look forward to seeing you there!