

**Lister Hill Center Auditorium  
(NIH Building 38A)  
National Library of Medicine  
General Information**

**PLEASE NOTE:  
IMPORTANT NEW SECURITY INFORMATION**

*Under current security measures, non-National Institutes of Health employees can gain access to the NIH campus by private car at only two locations:*

- (1) NIH's South Drive, where it intersects Rockville Pike; and*
- (2) NIH's Center Drive, where it intersects Old Georgetown Road.*

*At these sites, cars will be inspected, and drivers and passengers must show picture IDs in order to receive NIH visitor passes. As always, limited visitor pay parking is available along Center Drive, in lots adjoining Building 38A (Lister Hill Center) and Building 45 (Natcher). Access to NIH by the Metro (subway stop is Medical Center, on the Red Line) remains convenient and is highly recommended. Meeting attendees will also be issued NLM visitor passes when they enter the Lister Hill Center.*

*We would also appreciate receiving a list of your meeting attendees (unless all hold NIH or other Federal identification cards) before your session. Thank you!*

**#####**

**Important Numbers**

- **Auditorium reservations and meeting coordination:** 301-496-5389 or 301-496-7771 (**Melanie Modlin**), and 301-496-6308 or 301-594-7543 (**Nicole Hollis**). Both work in NLM's Conference Management section, under the Office of Communications and Public Liaison.
- **Registration desk phone, outside auditorium,** Lister Hill lobby (for use by groups meeting in the auditorium): 301-496-4062.
- **On-site fax number:** 301-496-7831. (Machine located in Melanie Modlin's office, Room 128 of Lister Hill Center, just off the Lister Hill lobby.)
- **Lister Hill cafeteria manager George Abbott,** 301-496-3697. Mr. Abbott can assist you with catering meals, coffee breaks and receptions.

**Prior to Your Meeting at Lister Hill**

1. If you haven't used the LHC Auditorium before, it's a good idea to meet with Melanie or Nicole several weeks prior to your event, to tour the facility and to discuss logistics, audiovisual requirements, etc. (Melanie will be

contacting the meeting sponsor the month before the meeting, to go over arrangements.)

2. Please schedule coffee breaks after 9:30 a.m. and after 2:30 p.m. The Lister Hill cafeteria, on the B-1 level (one floor down from the auditorium) opens at 7:00 a.m. and closes at 3:30 p.m. If possible, please schedule your lunch break (if you're planning to have attendees eat in our cafeteria) after 12:30 p.m., when most Library staff members have already had their lunch. This reduces traffic. Hot food service ends at 1:30 p.m. each day.
3. As soon as possible, please notify Melanie or Nicole of the audiovisual requirements for your meeting. A-V requests that we can support (with advance notice) include:
  - Showing 35mm slides (single or side-by-side projection)
  - Projecting overhead transparencies
  - Using our projector *with your laptop computer*, to do a PowerPoint demonstration or to connect with the Internet
  - Showing ½" (VHS) videotapes in the NTSC, PAL, or SECAM formats
  - Recording the proceedings on audiocassettes (Please provide tapes)
  - Setting up a front stage table, with microphones, for a panel (maximum of 10 persons)
  - The services of full-time A-V technician(s) throughout your meeting (As with all of our services, there is no charge)

**Please note that teleconferencing, video recording and webcasting are not part of our repertoire. Also, we cannot offer breakout rooms. Sorry.**

**It's fine for your speakers to use computers for their presentations. We would ask that they (or perhaps your office) bring their/your own laptop(s), please, and that they/you contact Melanie or Nicole several days prior to the meeting, to schedule a brief set-up rehearsal with the Lister Hill audiovisual technicians. This will give us the chance to make sure that the laptop(s) and our projector function well together.**

4. Please send a copy of your agenda (draft version is acceptable) to Melanie Modlin (fax 301-496-7831 or e-mail [mm354i@nih.gov](mailto:mm354i@nih.gov)) or Nicole Hollis (fax 301-496-4450 or e-mail [nh70k@nih.gov](mailto:nh70k@nih.gov)) at your earliest convenience. Making margin notes about each speaker's audiovisual requirements is very helpful and makes the meeting run more smoothly.
5. If you like, arrange a time the workday before the meeting to set up registration, move furniture, etc. (This won't be possible if there's a meeting in the auditorium the day before your meeting, of course.)
6. Doors to the Lister Hill building open at 7:00 a.m. If you or your caterers want to be admitted earlier, that's no problem. Just let Melanie or Nicole know in advance who will be coming and at what time.

7. Auditorium doors open at 7:30 a.m. or one hour before the meeting start time -- whichever is earlier.
8. The Lister Hill building closes at 6:00 p.m.

### **Meeting Sponsor's Responsibilities**

1. Find out your speakers' audiovisual requirements before the meeting. (We regret that we cannot promise to honor A-V requests made the day of the meeting. Please give us at least one day's notice.)
2. Please ask the speakers on your first morning panel to arrive 30-45 minutes prior to the start of the meeting on the day they present. Persons speaking later in the morning or anytime in the afternoon should be asked to report during the coffee break preceding their talk. Speakers should be directed to the "Media Preparation Room" behind the auditorium, where they will check in their audiovisual materials and receive a brief orientation to the lectern. **(Please direct all speakers to the Media Prep Room, even in they are not using A-V materials, so that our staff will know that they've arrived and we can orient them to the lectern.)**
3. Staff the registration desk during the meeting. There is a large message board next to the registration desk, for posting phone messages. Please supply your own message pads and other office supplies.
4. Notify NLM staff, please, if you require extra tables for refreshments or for a panel discussion in the auditorium, easels, flip charts, etc. We have these!
5. Make arrangements for coffee breaks. A list of caterers follows, and you're welcome to select others. The Lister Hill Center cafeteria, headed by George Abbott, is an affordable, conveniently located choice.
6. Supply all other materials for the meeting -- poster boards for poster sessions, overhead transparencies, paper, pens, etc.
7. Supply **90-minute** audiocassette tapes, please, if the meeting is to be recorded. (Please notify NLM staff **in advance** if you would like this service.)

### **Miscellaneous**

1. Seating capacity of the Lister Hill Auditorium is 164. There are also 12 presenter/moderator chairs in the front row but they do not have microphones.
2. Your reservation of the LHC Auditorium is considered "tentative" (although we won't give it away to another party!) until you have completed NIH Form 827-2, "Request for Conference Facility," and submitted it to Melanie or Nicole. A copy of your request, once approved by NLM's Director, will be faxed back to you as confirmation.
3. The National Library of Medicine will provide a small lobby sign for your meeting (if requested in advance). If you would like to display posters announcing your meeting, we can supply easels.

4. If you have engaged a court reporter to transcribe the proceedings of your meetings, please let us know in advance. We will reserve space for that person and help him/her plug into our audio system.
5. Smoking is prohibited in the building.
6. Food and drink are prohibited in the auditorium.
7. A list of these and other housekeeping announcements follows. Please feel free to photocopy them, along with the maps and other materials in this packet, for meeting participants.
8. Questions? Kindly contact Melanie Modlin (301-496-7771) or Nicole Hollis (301-496-6308).

## ***Guide to Services***

### ***Lister Hill Center Auditorium***

Cafeteria -- Level B-1. Down the stairs in the center of the lobby and around the hall, to the left. Open for breakfast, coffee breaks and lunch. Hours of operation: 7:00 a.m. - 3:30 p.m. weekdays. Hot food service ends at 1: 30 p.m.

Coat Racks -- The coat racks are just outside the auditorium, near the Media Preparation Room. This is also a handy place to store luggage. (There is a security guard on duty at the front door of Lister Hill throughout

Rest Rooms/Water Fountain -- Beside the elevators (visible from the center of the lobby) near the registration desk. There are also rest rooms and water fountains in similar locations on each floor of Lister Hill.

Messages -- The telephone number at the registration desk is 301-496-4062. There is a message board at the desk.

Public Phones -- Behind the NLM Visitors Center, on the opposite side of the lobby from the elevators. There are 2 pay phones (one is wheelchair accessible and has instructions for TTY/TDD calling) and 1 NIH "house phone." The phone at the registration desk is for local calls only.

Parking -- Unfortunately, parking at NIH is extremely limited. Persons with NIH parking tags can park in the employee parking areas (a four-level deck adjacent to the Lister Hill building, the large parking lot (41-B) behind Lister Hill, and a small group of spaces north of Building 38 (the main National Library of Medicine building). Visitors are encouraged to park in the attendant-assisted lot across Center Drive from the Library, to the right of the Natcher Building. Parking there costs \$2/hour, with a maximum fee of \$12/day.

Audience Microphones -- Conference microphones (at each seat in the lower section) can be activated by pressing the "MIC" button. A red ring will light up when the mic has been activated. Press the "MIC" button again to turn the mic off. Only 6 microphones can be active at one time. Please note that there are two free-standing microphones for the rear section of seats.

## ***Housekeeping Announcements Lister Hill Center Auditorium***

**(We suggest that you read these aloud at the beginning of each day of your meeting.)**

1. No food or beverages are allowed in the auditorium.
2. No smoking is allowed in the building.
3. Conference mics at each seat can be activated by pressing the "MIC" button. A red ring will light up when the mic has been activated.
4. On the day of their presentation, all speakers should check in at the Media Preparation Room (30-45 minutes before the meeting starts for the first group of morning presenters, and for presenters later in the morning or anytime in the afternoon, during the break before their talk). (Prep Room door is near the coat racks.) Speakers, please remember to pick up your A-V materials before the end of the conference.
5. If speakers have brought a laptop computer or other electronic device with them, they will need to obtain a property pass from the first floor security guard. The pass will allow the owner to remove the equipment from the building after the meeting and will verify for the guard that the item is not the property of the NLM.
6. Registration desk telephone number is 301-496-4062.
7. Public phones, and an NIH house phone, are located behind the NLM Visitors Center, on the first floor of Lister Hill.

## **Lodging and Transportation**

### ***Hotels***

American Inn of Bethesda  
8130 Wisconsin Avenue  
Bethesda, MD 20814  
301-656-9300

Holiday Inn Bethesda  
8120 Wisconsin Avenue  
Bethesda, MD 20814  
301-652-2000

Bethesda Marriott  
5151 Pooks Hill Road  
Bethesda, MD 20814  
301-897-9400

Hyatt Regency Bethesda  
1 Bethesda Metro Center  
Bethesda, MD 20814  
301-657-1234

Chevy Chase Holiday Inn  
5520 Wisconsin Avenue  
Chevy Chase, MD 20815  
301-656-1500

Sheraton Four Points Bethesda  
8400 Wisconsin Avenue  
Bethesda, MD 20814  
301-654-1000

Crowne Plaza Holiday Inn  
1750 Rockville Pike  
Rockville, MD 20852  
301-468-1100

### ***Taxi/Limousine Service***

Barwood Taxi  
301-984-1900

Washington Flyer Limo Service  
Service to Reagan National (Washington) and Dulles (Virginia) airports. Require minimum of 2 hours' notice for pick-up at NLM.  
301-685-1400

Baltimore-Washington International (BWI) Airport Limo Service  
301-441-2345

NIH Shuttle  
For NIH staff only. From Clinical Center to Reagan National Airport.  
301-496-1161

## **Recommended Caterers\***

**Lister Hill Cafeteria Service**  
**Lister Hill Building, B-1 Level**  
**Bethesda, MD 20892**  
**(301) 496-3697**

Catering by Windows  
1125 N. Royal St.  
Alexandria, VA 22314  
(703) 519-3500

Corner Bakery Catering  
10327 Westlake Dr.  
Bethesda, MD 20817  
(301) 469-8774

EatZi's Market & Bakery  
11503 Rockville Pike, #B  
Rockville, MD 20852-2748  
(301) 816-2020

Executive Catering  
7900 Westpark Drive  
McLean, VA 22101  
(703) 821-1999

Geppetto's  
10257 Old Georgetown Road  
Bethesda, MD 20814  
(301) 493-9230

Maryland Country Caterers  
673 Keith Lane  
Owings, MD 20736  
1 (301) 855-2771

Sans Rival  
3636 16<sup>th</sup> Street, NW  
Washington, DC 20010  
(202) 462-4454

Sutton Place Gourmet  
10323 Old Georgetown Road  
Bethesda, MD 20814-1903  
(301) 564-3100

Well Dunn Catering, Inc.  
513 Morse Street, NE  
Washington, DC 20002-7011  
(202) 543-7878

\*You may choose your own caterer. We have no restrictions.