

# 106 Essentials Course: Washington, DC

**“The Section 106 Essentials” course will be held on Tuesday, February 10 and Wednesday, February 11**

**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 and Accommodations:** The course is being held at The Madison Hotel, 15<sup>th</sup> and M Streets, NW, Washington, DC 20005. <http://www.loewshotels.com/en/Hotels/The-Madison-Hotel/Overview.aspx>

A limited block of rooms has been secured for attendees for Monday, February 9 and Tuesday, February 10 at the government rate of \$209 for a single occupancy plus applicable state and local tax (14.5%). **It is recommended that you make your reservations early, as the rooms are likely to sell out. Reservations must be made by Saturday, January 10, 2009.** Reservations made after that date will be accepted on a space available basis at whatever rate is available at the time of the reservation. **To reserve your room**, call the Hotel Reservations Department at 800-424-8577 and state that you are with the Advisory Council on Historic Preservation and ask for the rate of \$209. If our room block is sold out, you can find additional hotels at online hotel booking websites. Searching for sites for Washington, DC in zip code 20005 recommended.

## Traveling to Washington, DC:

- **Ronald Reagan National Airport (DCA)** 703-417-8000 | [metwashairports.com](http://metwashairports.com) – Approximately 10 minutes and 6 miles from Downtown Washington.

Ground transportation:

- Metrorail system from National Airport – [www.wmata.com](http://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](http://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](http://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](http://www.supershuttle.com). Reservations are not needed from airport, however they are required for hotel pick-up.
- Taxi cab fare = approximately \$50.00 - \$55.00 one-way.

- **Baltimore Washington International Airport (BWI)** 1-800-435-9294 | [bwiairport.com](http://bwiairport.com) – 35 miles and approximately 55 minutes.

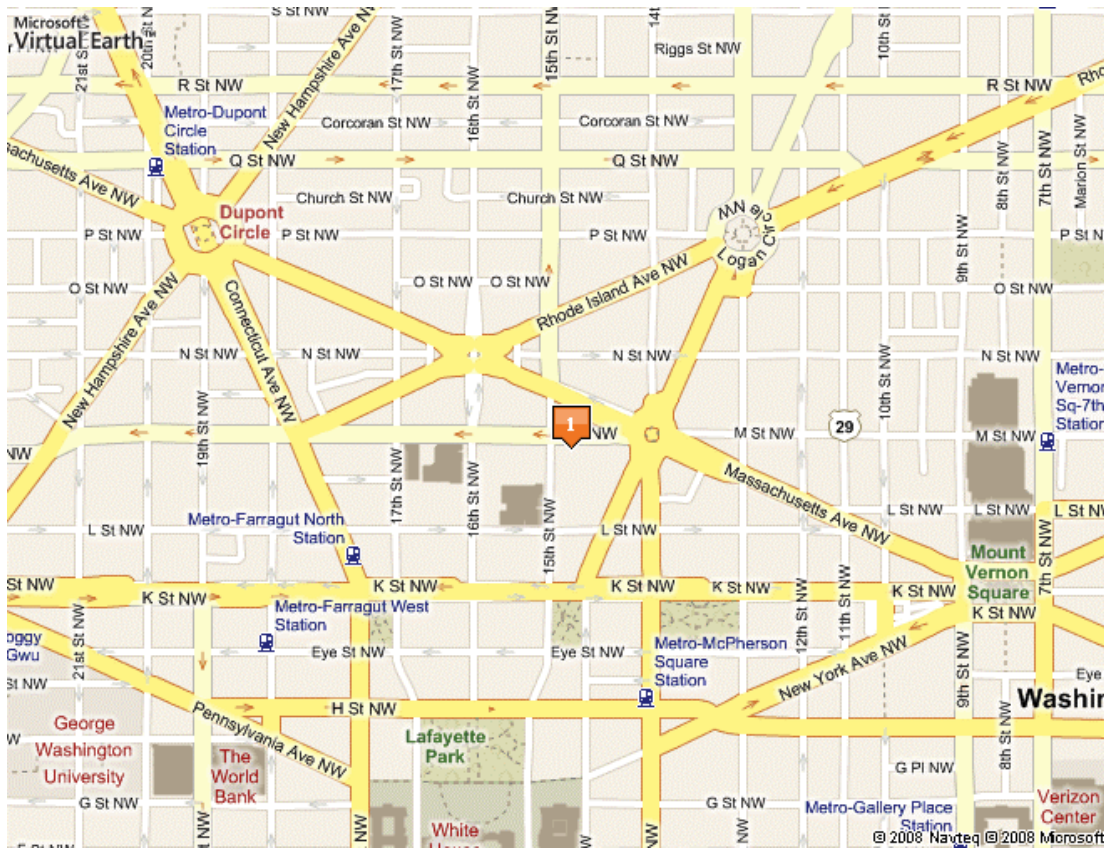
Ground transportation:

- 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](http://www.supershuttle.com) or call 800-258-3826.
- Taxi cabs - approximately \$80.00 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 Madison is easily accessed by either the Farragut North

Station (red line) or the McPherson Square Station (blue/orange lines). Log onto [www.wmata.com](http://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. The Madison offers valet parking at \$35 a day with in and out privileges.



**Registration:** Registration will be located in the conference room on Tuesday, February 10 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 with a break for lunch.

**Meals:** Light morning fare will be provided in the morning 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](mailto:cbienvenue@achp.gov) or 202-606-8521.

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