**Logistics: Executive Function-Job Search Workgroup Meeting**

**Contact for Questions/Logistical Issues:**

Donna Pavetti

(202) 325-8736 (Direct office)

(202) 577-6267 (Cell)

**Hotel:**

Hilton Garden Inn

1225 First Street NE,

Washington, DC, 20002

<http://hiltongardeninn3.hilton.com/en/hotels/district-of-columbia/hilton-garden-inn-washington-dc-us-capitol-DCANMGI/index.html>

(Directions for getting to the hotel from various locations are provided below)

**Meeting Location:**

Center on Budget and Policy Priorities (CBPP)

820 First Street NE

Washington, DC 20002

(202) 408-1080

5th Floor Conference Room

Note: You will have to call up to our office in order to get to the meeting room.

**Directions to CBPP from the Hotel:** Our office is an easy 3-block walk from the hotel – or you can take a cab if you prefer not to walk. When you exit the hotel, walk towards M Street (towards Union Station and the Capitol). Walk down First Street, NE until you come to the sign that says CNN. Walk through the courtyard to the CNN Building. Our offices are on the 4th and 5th floor of the CNN building. When you enter the building, go to the security guard to the left and tell him you are here for a meeting at CBPP. They will call up to our office and we will send someone down to escort you up to our office.

**Agenda at a Glance: July 29th**

Breakfast: 8:30 AM – 9:00 AM

Morning Session: 9:00 AM – 12:30 PM

Lunch: 12:30 PM – 1:30 PM

Afternoon Session: 1:30 PM – 5:00 PM

Dinner (Optional): 7:00 PM

**Agenda at a Glance: July 30th**

Breakfast: 8:30 AM – 9:00 AM

Morning Session: 9:00 AM – 12:30 PM

Working Lunch: 12:30 PM – 1:30 PM

Afternoon Session: 1:30 PM – 3:00 PM

**Note:** Folks staying at the hotel will want to check out *before* the meeting starts on July 30th. You’ll also want to bring your luggage with you to the meeting and leave directly from our office to go to the airport.

**Getting to the Hotel**

**From the airports:**

**National Airport:** The cab ride from National Airport is about 15 minutes and will cost about $15 to $20. Most cabs should have credit card machines, but it may be good to have cash just in case one does not.

**Baltimore-Washington and Dulles International Airports:** There are a few options for getting to the hotel from the outlying airports; SuperShuttle [https://reservations.supershuttle.com/Default.aspx which costs about $30](https://reservations.supershuttle.com/Default.aspx%20which%20costs%20about%20$30) or, if that is not feasible, a cab which costs about $80. If you are coming from BWI and the timing works, you can also take the MARC train or Amtrak from the BWI rail station to Union Station.

**From Union Station:**

You can get on the Metro and take the red line one stop north (in the direction of Glenmont or Silver Spring) to Noma-Gallaudet University Metro station. Leave the station through the M Street exit and turn right onto M Street. Walk down one block to First Street (you will see a Harris Teeter). Turn right onto First Street. The Garden Inn is next to the Harris Teeter.

**Reimbursement for Expenses:**

A reimbursement form is provided for you to use to request reimbursement for your meeting expenses. We will process the reimbursement as soon as we receive it.

We will reimburse you for the following expenses:

1. All travel expenses, including any ground transportation in your home location and in DC
2. Dinner on July 28th (if you arrive early) and July 29th (up to a maximum of $25)
3. Dinner and breakfast for the folks from the West Coast who need to stay an extra night.

We require receipts for ***all*** expenses.

Hotel costs will be paid for directly by CBPP. You will only need to cover incidental expenses.

**Web Link to All Meeting Materials**

<http://www.buildingbetterprograms.org/2014/07/14/building-an-ef-informed-workforce-program-july-2014/>