**Building Family-Centered Coaching Approaches for Low-Income Families**

**March 21-22, 2016**

**Logistics**

We are delighted that you will be able to join us for the meeting, “Building Family-Centered Coaching Approaches for Low-Income Families”.

Here are some meeting details and logistical information to help you plan for your trip.

**Co-conveners and Funders:** Center on Budget and Policy Priorities, W.K. Kellogg Foundation and Mathematica Policy Research, Inc.Funding for this meeting has been provided by the Annie E. Casey Foundation and the W.K. Kellogg Foundation.

**Contact for Questions/Logistical Issues:**

LaDonna Pavetti

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(202) 577-6267

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**Hotels:**

Hilton Garden Inn

1225 First St NE

Washington, DC 20002

(202) 408-4870

*The hotel is less than two blocks, about a three minute walk, from the meeting location. Just turn left when exiting the hotel. Mathematica Policy Research is on the opposite side of First Street.*

Hotel Palomar

2121 P Street NW

Washington, DC 20037

(202) 448-1800

*The Hotel Palomar is located near Dupont Circle. You can either take a cab or the metro to the meeting. Both will take you about 20 minutes.*

*The hotel is about a 5 minute walk from Dupont Circle Metro Station. Take the Red Line towards Glenmont or Silver Spring 6 stops to NoMa-Gallaudet U. Exit the Metro station on M St. Turn right when you get to M Street and walk towards First Street. Turn left on First Street and Mathematica Policy research will be on your right-hand side.*

**Meeting Location:**

Mathematica Policy Research, Inc.

1100 First Street NE, 12th Floor

Washington, DC 20002

(202) 408-1080

Note: You will need to sign in at the guard’s desk in order to get to the meeting room which is on the 12th floor.

**Agenda at a Glance:**

**March 21st**

Breakfast: 8:00 AM – 8:30 AM

Morning Session: 8:30 AM – 12:30 PM

Lunch: 12:30 PM – 1:15 PM

Afternoon Session: 1:15 PM – 5:00 PM

Group Dinner: 6:30/7:00 PM

**March 22nd**

Breakfast: 8:00 AM – 8:30 AM

Morning Session: 8:30 AM – 12:30 PM

Lunch: 12:30 PM – 1:15 PM

Afternoon Session: 1:15 PM – 3:00 PM

**Note:** Folks staying at the hotel will want to check out *before* the meeting starts on Tuesday, March 22nd. You’ll also want to bring your luggage with you to the meeting and leave directly from MPR’s office to go to the airport. We will arrange for cabs to go to the airport.

**Reimbursement for Expenses:**

We will provide you with a reimbursement form to cover out-of-pocket expenses that you may incur related to attending the meeting.

We will reimburse you for the following expenses:

1. ***Travel expenses***. We will cover all travel expenses including any ground transportation (e.g., cab or metro) and parking expenses in your home location and in DC. Mileage will be reimbursed at 54 cents per mile.
2. ***Meals.*** We will be providing breakfast and lunch while you are at the conference. We will cover the cost of other meals on the days you are traveling to and from DC, up to a maximum of $75, as well as dinner Monday night. We have made reservations for several restaurants for Monday night. You will need to pay for dinner upfront, and then we will reimburse you. Please ask for separate checks when ordering so everyone has their own receipt.
3. ***Hotel.*** With a few exceptions, hotel costs will be directly billed to CBPP. You will only need to cover incidental expenses. (Reservations have been made for folks who are covering their own hotel costs.)

**Getting Around DC**

**Getting to the Hotel from the Airport:**

You should plan to take a cab to the hotel from the airport as the metro can be really slow on the weekends.

Taking a cab from the airport to the hotel will cost under $30. All cabs at the airport should take credit cards, but you may want to specifically request one if you want to pay with a credit card.

**Using the Metro in DC**

In order to use the metro, you will need to purchase a SmartTrip Card which you can purchase via a machine at any metro station. You should be able to get a receipt when you purchase the card. You should keep the card as you will be able to use it on your next trip to DC.