



November 20, 2008

Dear SPNS Grantee:

The George Washington University (GWU) YES Center and the Health Resources and Services Administration (HRSA) are pleased to invite you to participate in the *SPNS YMSM of Color Grantee Meeting*. The meeting will be held from the evening of Sunday, January 11, 2009 through Tuesday, January 13, 2009. Please complete and submit the online registration form at www.YESCenter.org (click the "January 2009 Grantee Meeting Registration" link on the home page) by December 31, 2008 for each staff member planning to attend the conference.

Hotel Information

The Willard Intercontinental Hotel is located at 1401 Pennsylvania Avenue, NW, Washington DC. The hotel's telephone number is (202) 628-9100. A block of rooms is reserved for this meeting at the rate of \$201.00 plus 14.5% tax per night. Each grantee is responsible for reserving rooms DIRECTLY with the hotel. The process is:

1. Call 202-628-9100
2. Request "Group Reservations"
3. Reference the "George Washington University SPNS Meeting"
4. Provide the dates of "January 11-13, 2009"
5. Request the number of rooms and provide a credit card for payment and reservations.

Additional information about the hotel is available on their website at:

www.washington.intercontinental.com .

General Information

Costs for hotel rooms, air travel, ground transportation, and evening meals are the responsibility of the participants. Please contact your HAB project officer or your agency director if you have questions about allowable expenses. Conference attendees will receive a packet of meeting materials. To minimize the amount of materials participants must take home, however, the majority of materials will be placed on the YES Center website for use and review.

For those grantees desiring to venture out in DC, the concierge at the Willard Intercontinental is a great resource. The hotel lobby and each hotel room have information about area attractions. Gregory Phillips II, YES Center Senior Research Assistant, can also answer questions about area attractions or activities. Gregory can be reached at: gphillipsii@gmail.com or 202-530-2309.

Grantee Meeting Schedule

The grantee meeting will begin with a Networking Session on Sunday evening from 7:00 pm until 8:30 pm at the Willard Intercontinental in the Brandeis Room. Appetizers and beverages will be served. Participants should make dinner plans following this session. A restaurant list will be provided in your meeting packet. The Plenary session will also be located in the Nest Room with lunch and breakout sessions in the room as well. On Monday January 12th and Tuesday January 13th, the meeting will begin at 8:00 am and end at 5:00 pm (with breakfast from 8-9am).

Food

On Sunday, January 11th, appetizers and beverages will be provided at the Networking Session. Participants should plan individually for dinner. On Monday and Tuesday, a continental breakfast, morning refreshment, lunch, and afternoon break will be provided. Dinner on Sunday and Monday night is the responsibility of each participant. A list of local restaurants will be included in the registration packet.

Travel

Washington, DC is served by three regional airports:

- **Washington Reagan National Airport (DCA)** is 5 miles from the hotel. This airport is directly accessible on the Blue line of the Metro (\$1.35) and the closest stop to the hotel is the Metro Center Station, which is just 2 blocks west and one block south of the hotel at the corner of 14th Street NW and E Street. Please see directions below. Taxi service is also available from the airport. Cost from Washington Regan National to the hotel via taxi is approximately \$10.00.
 - **To use the Metro from Washington Reagan National:** Purchase a Metro ticket (\$1.35) at the kiosk located at the entrance of the Washington Reagan National Airport Metro Station (located inside the airport). Take the escalator up to the platform and wait for the Blue Line train traveling in the direction of Largo Town Center. The signs on the platform and the train will indicate the train arriving and its direction. Exit the train at the Metro Center Station. Exit the station in the direction of F & 12th Street and take the escalators to the street level. Continue forward on F Street (West) two blocks to 14th Street. Turn right and walk one block. The Willard Hotel is on the right.
- **Dulles Airport** is located 26 miles from the hotel. Taxi service from Dulles is approximately \$44.00 and 30 minutes in duration. The Super Shuttle is approximately \$22.00 for the first person and \$10.00 for each additional person from Dulles to the hotel. Driving directions can be provided upon request. If flying through Dulles, please be sure to allow sufficient travel time to and from the airport in case of traffic. **This airport is not recommended for this conference due to its location from the venue and recent issues with missed flights because of timely arrival.**
- **Baltimore-Washington International (BWI)** is 32 miles from the hotel. Taxi service from BWI is approximately \$63.00. The Super Shuttle is approximately \$31.00 for the first person and \$11.00 for each additional person from BWI to the hotel. Driving directions can be provided upon request. If you are flying into BWI, please allow sufficient travel time to and from the airport in case of traffic. **This airport is not recommended for this conference due to its location from the venue and increased air traffic at this airport causing significant delays going through security.**

Parking

Valet parking is available at a rate of \$29.00 for daytime valet parking. Self parking is not available (Metro is recommended).

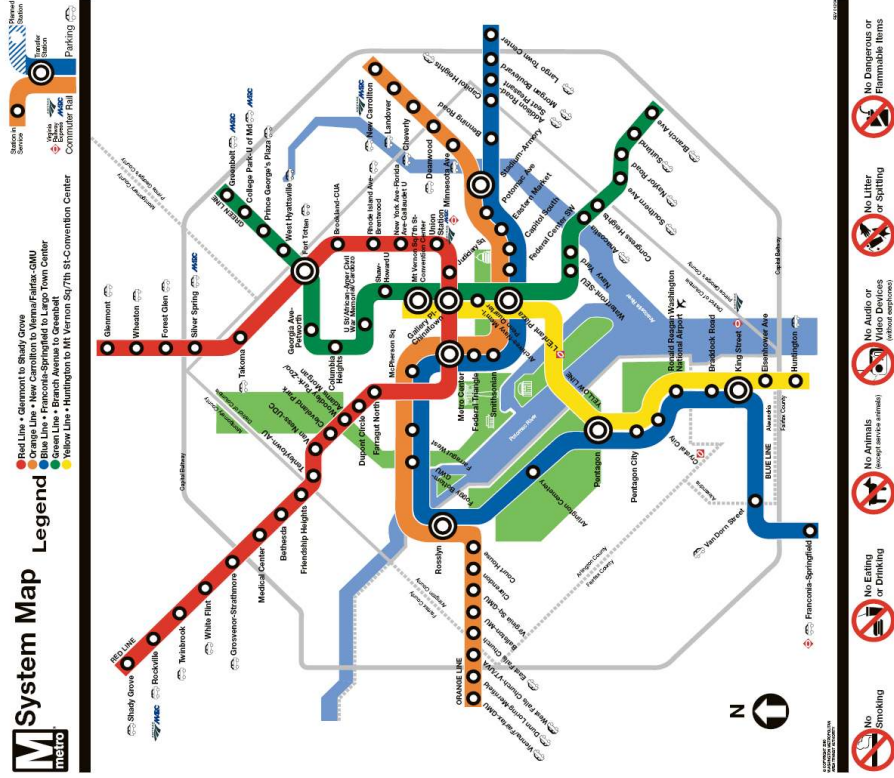
If you have any additional logistical questions, please contact Gregory Phillips II at (202) 530-2309 or via email at gphillipsii@gmail.com.

Sincerely,

Gregory Phillips II

Gregory Phillips II, Senior Research Assistant
YES Center, George Washington University

Ready Reference Travel Sheet



Willard Intercontinental Hotel
 1401 Pennsylvania Avenue, NW
 Washington, DC 20004
 Tel: 202-628-9100
 Fax: 202-637-7326

YES Center Emergency Contact
 Dr. Julia Hidalgo 410-212-7554 (Cell)
 Gregory Phillips II 202-530-2309 (Office)

To get from Washington Reagan National to Willard via Metro:
 Purchase a Metro ticket (\$1.35) at the kiosk located at the entrance of the Washington Reagan National Airport Metro Station (located inside the airport). Take the escalator up to the platform and wait for the Blue Line train traveling in the direction of Largo Town Center. The signs on the platform and the train will indicate the train arriving, its color, and its direction. Exit the train at the Metro Center Station. Exit the station in the direction of F & 12th Street and take the escalators to the street level. Continue forward on F Street (West) two blocks to 14th Street. Turn right and walk one block south. The Willard Intercontinental Hotel is on the right.

Nearest Metro Station to Hotel
 Metro Center (Corner of F Street and 12th Street NW)
 Blue, Red and Orange Lines