

**OFFICE OF HEAD START 2ND NATIONAL
BIRTH TO FIVE LEADERSHIP INSTITUTE**

APRIL 28–30, 2013

**GAYLORD NATIONAL HOTEL AND CONVENTION CENTER
NATIONAL HARBOR, MARYLAND**



Logistical Information

Registration & Hotel Deadline: *Friday, April 12, 2013*

MEETING LOCATION

Gaylord National Hotel and Convention Center

201 Waterfront Street

National Harbor, MD 20745

301-965-2000

<http://www.gaylordhotels.com/gaylord-national/index.html>

The Gaylord National Hotel and Convention Center is located on the Potomac River in Maryland, just minutes from Washington, DC.

The Institute opens to all participants on Sunday, April 28, at 8:30 a.m. with a full day of seminars designed for specific audiences including program directors, health managers, disabilities managers, family service managers, and education managers. In addition, there will be half day sessions on a variety of topics. The opening plenary session will take place on Sunday from 4:30 to 6:00 p.m. The Institute will continue on Monday, April 29, and will adjourn on Tuesday, April 30 at 4:00 p.m.

INSTITUTE SCHEDULE

Sunday, April 28 – 8:30 a.m. – 6:00 p.m.

Monday, April 29 – 8:30 a.m. – 5:30 p.m.

Tuesday, April 30 – 8:30 a.m. – 4:00 p.m.

*Registration will open on Saturday, April 27 at 7:00 p.m.

THREE EASY WAYS TO REGISTER

1. Register online at
2. Complete this form & fax it to: 703-243-0496 Attn: Head Start Leadership Institute
3. Complete this form & mail it to:

Head Start Resource Center
1000 Wilson Blvd., Suite 1000
Arlington, VA 22209
Attn: Head Start Leadership Institute

Online registration will receive immediate email confirmation. If faxing or mailing, please allow 2 business days for confirmation. Registration forms must be postmarked no later than April 12.

Space is limited. Registration is on a first-come-first-served basis and will be closed once capacity is reached.

Please note: **There is no registration fee to attend this conference but participants must pay for their own travel, hotel, and meals.** Breakfast, lunch, coffee service and breaks will not be provided during the Institute.

The Gaylord offers restaurants at the hotel that serve fast food as well as sit down dining experiences. There are over thirty different restaurants within walking distance of the hotel ranging from fast food to upscale dining. For more information, please look at the National Harbor dining guide posted on the Institute website.

Cancellation/Substitution Policy

Please alert the Head Start Resource Center if you need to cancel a registration or make a substitution. Requests for cancellations/substitutions must be submitted in writing (mail, fax, or email) and in the case of a substitution, accompanied by a completed registration form for the new participant. Onsite substitutions will be accepted.

HOTEL ACCOMMODATIONS – RESERVATION DEADLINE: Friday, April 12, 2013

Room blocks have been set aside at the Gaylord National Hotel, as well as a number of overflow hotels within the National Harbor. To secure the government per diem (guestroom) rate, **please call one of the hotels listed below and request the group rate for "Head Start."**

Please make your room reservations prior to the April 12 deadline, as the rooms may sell out prior to the deadline. After that date, reservations will be accepted on a space available basis at the prevailing rate. You will be asked to provide a credit card to guarantee your reservation.

The current government guestroom rate for National Harbor/Washington, DC, is \$224* plus 16% tax.

Hotel Options:

***All are within walking distance of the Gaylord National Hotel and Convention Center. See map on the next page.*

Gaylord National Hotel and Convention Center (Institute location)

201 Waterfront Street, National Harbor, MD 20745

301-965-2000

https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=17512129

Westin National Harbor**

171 Waterfront Street, National Harbor, MD 20745

301-567-3999 or 888-627-8104

<https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1204234629&key=118DC>

Aloft Washington National Harbor**

156 Waterfront Street, National Harbor, MD 20745

301-749-9000 or 888-625-4954

<http://www.aloftnationalharbor.com/>

Residence Inn National Harbor**

192 Waterfront Street, National Harbor, MD 20745

301-749-4755 or 800-331-3131

<http://www.marriott.com/hotels/travel/wasnh-residence-inn-national-harbor-washington-dc/?toDate=5/1/13&groupCode=PALPALA&fromDate=4/27/13&app=resvlink>

Hampton Inn & Suites National Harbor**

250 Waterfront Street, National Harbor, MD 20745

301-567-3531 or 888-506-7301

Please reference code: OHS

<http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml?ctyhocn=WASOXHX>



TRAVEL

Flights or Trains: Washington, DC, is served by three airports: Reagan National (DCA), Dulles International (IAD), and Baltimore-Washington International (BWI). Fares vary, so you may wish to check flight options for each airport. Amtrak trains serve the city at Union Station.

Ground transportation: Shuttles and taxis are available at all airports. Reagan National and Union Station are on the Metro (subway) line.

Shuttle Service to/from Airports

Reagan National Airport (DCA)

Gaylord National offers an exclusive, express shuttle to and from Reagan National Airport (operated by SuperShuttle). The shuttle departs every 20 minutes from Gaylord National's front door and every 20 minutes from the Reagan National Airport baggage claim. Reservations are recommended, but tickets also are available from the SuperShuttle desk, located on the lower level of the airport near the baggage claim. To make a reservation, call 800-660-8000, or visit www.supershuttle.com.

Ticket Prices:

- \$20 per person (one way)
- \$87 for exclusive van service (one way; booked in advance). Exclusive rates are for groups of up to seven passengers. Contact SuperShuttle for more details.

Dulles International Airport (IAD) and Baltimore-Washington Airport (BWI)

SuperShuttle provides shuttle service to and from Dulles International Airport and Baltimore-Washington Airport. To make a reservation (strongly advised), call 800-BLUE-VAN or visit www.supershuttle.com.

Ticket Prices:

- \$48 per person (one way)
- \$128 exclusive van service (one way; booked in advance). Exclusive rates are for groups of up to seven passengers. Contact SuperShuttle for more details.

To make a reservation for SuperShuttle service to any of the other area hotels, call 800-BLUE-VAN or visit www.supershuttle.com. Please note, prices may vary for shuttle service to other area hotels.

Taxi Service

Taxis are available outside of baggage claim at each airport and at the front of Union Station outside the Main Hall entrance. Rates may vary depending on time of day. Estimated one-way fares (not inclusive of tip) are:

Reagan National Airport (DCA)	\$35
Dulles International Airport (IAD)	\$80
Baltimore-Washington Airport (BWI)	\$90
Union Station	\$30

Shuttle Service to/from Gaylord National and Union Station/Old Post Office Metro stations

A daily shuttle operates between the Gaylord National and the Union Station and Old Post Office Metro stations. The shuttle departs Gaylord National outside of the Main Lobby on the right. Look for the white Gaylord National van marked "Shuttle." Reservations are not required. Guests are asked to request a boarding pass at the Transportation Desk (next to Bell Services).

Shuttle locations and times:

Gaylord National Resort (Main Lobby)

- Departs: 9:00 a.m., 10:30 a.m., Noon, 1:30 p.m., 3:00 p.m., 4:30 p.m., 6:00 p.m., and 7:30 p.m.

Union Station (In front of Union Station outside the Main Hall entrance. Third lane, beyond taxi lane)

- Departs: 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m., 3:30 p.m., 5:00 p.m., 6:30 p.m., and 8:00 p.m.

Old Post Office (12th and Pennsylvania Avenue, NW)

- Departs: 10:00 a.m., 11:30 a.m., 1:00 p.m., 2:30 p.m., 4:00 p.m., 5:30 p.m., 7:00 p.m., and 8:30 p.m.

Shuttle Ticket Prices:

- (Adults) One-Way-\$13/ Round-Trip-\$20/ 3-day Pass-\$49
- (Children) Ages 3-12: One-Way \$7/Round-Trip \$10/ 3-day Pass \$23
- Ages 3 and under: no charge

DRIVING DIRECTIONS

Gaylord National Hotel and Convention Center, 201 Waterfront Street, National Harbor, MD 20745

From Reagan National Airport (approximately 8 miles, 15 minutes): Take the George Washington Parkway South toward Alexandria. Veer right at the sign for Slaters Lane. Turn right at the traffic light onto Slaters Lane. Merge onto US Route 1 South (N. Henry Street). Proceed on Henry Street through Old Town Alexandria. Follows signs for I-95 North (Maryland) and merge onto I-95 North/I-495 East (Capital Beltway - Outer Loop). Cross Woodrow Wilson Bridge toward Maryland. Take Exit 2A toward National Harbor. Once on National Harbor property, turn right on St. George Street. Follow signs to Gaylord National Hotel and Convention Center.

From Dulles International Airport (approximately 35 miles, 45 minutes): Take VA-267 East toward Washington and follow signs to merge onto I-495 South (Capital Beltway - Outer Loop) toward Richmond/Alexandria. Continue on the Capital Beltway, but merge with I-495 East/ I-95 North toward Baltimore. Stay to the right, following signs for Local Traffic to National Harbor. Cross the Woodrow Wilson Bridge toward Maryland. Take Exit 2A toward National Harbor. Once on National Harbor property, turn right on St. George Street. Follow signs to Gaylord National Hotel and Convention Center.

From Baltimore-Washington International Airport (approximately 42 miles, 45 minutes): Take Exit 2B for MD 295 South/Baltimore Washington Parkway toward Washington. Stay on 295 South for about 35 miles. Take Exit 1B (the very last exit on 295 South, past Exit 1) toward National Harbor. Once on National Harbor property, turn right on St. George Street. Follow signs to Gaylord National Hotel and Convention Center.

From Washington, DC (approximately 10 miles, 20 minutes): Take I-295 South for approximately 5½ miles. Take Exit 1B (the very last exit on 295 South, past Exit 1) toward National Harbor. Once

on National Harbor property, turn right on St. George Street. Follow signs to Gaylord National Hotel and Convention Center.

From Union Station (approximately 10 miles, 20 minutes): Head west on Massachusetts Avenue NE. Go around Columbus Circle NE. Turn left on Louisiana Avenue NE. Make a slight right onto D Street NW. Make a slight left onto I-395 South. Take Exit 1B (the very last exit on 295 South, past Exit 1) toward National Harbor. Once on National Harbor property, turn right on St. George Street. Follow signs to Gaylord National Hotel and Convention Center.

Hotel Parking: Parking at Gaylord National Hotel and Convention Center is \$22 per day for overnight self-parking and \$32 per day for overnight valet parking. Guests with a handicapped placard or license plate may use designated handicapped valet parking places for the self-parking price.

*Questions? Please contact Gretchen Gunning at 703-908-8860, or email ggunning@pal-tech.com.
Para preguntas en español comuníquese con Wally Nuñez 703-247-8329, wnunez@pal-tech.com*