PLANNING YOUR STAY – IMPORTANT INFORMATION

The information presented on the following pages should provide answers to many of your immediate questions concerning the EXECUTIVE EXCELLENCE: COMMUNICATING, ENGAGING AND INFLUENCING IN A GLOBAL MARKETPLACE program. If you have additional questions, please contact the Program Manager, Anna Troutman, at 434-924-0526.

LOGISTICS

ARRIVAL/DEPARTURE

Arrival By 8:00 a.m., Thursday, 12 November 2015
Departure After 5:00 p.m., Friday, 13 November 2015

LOCATION

The Communication Center is located at 1612 K Street NW, Washington, DC 20006.

Class will be located on the 5th floor, Suite 505.

Complimentary high-speed, wireless Internet access is available throughout the Center.

LODGING

Lodging is the responsibility of each participant. The Communication Center is surrounded by a variety of hotels. Several nearby accommodations are listed below.

Club Quarters
839 17th Street NW
Washington DC 20006
202-463-6400
Rates from $100 and up
.2 miles to The Communication Center

Courtyard by Marriott – Embassy Row
1600 Rhode Island Avenue NW
Washington, DC 20036
202-293-8000
Rates from $129 and up
.4 miles to The Communication Center

Beacon Hotel and Corporate Quarters
1615 Rhode Island Avenue NW
Washington, DC 20036
202-296-2100
Rates from $168 and up
.4 miles to The Communication Center

Capital Hilton
1001 16th Street NW
Washington, DC 20036
202-393-1000
Rates from $200 up
.2 miles to The Communication Center

Sofitel Washington, DC – Lafayette Square
806 15th Street NW
Washington, DC 20005
202-730-8800
Rates from $248 and up
.3 miles to The Communication Center

Hay-Adams Hotel
800 16th Street NW
Washington, DC 20006
202-638-6600
Rates from $300 and up
.2 miles from The Communication Center
TRAVEL

Transportation to The Communication Center will be your individual responsibility. The Communication Center is located at 1612 K Street NW, Washington, DC 20006. If taking a taxi/metro or walking, please use the address provided above.

The Communication Center is metro accessible from the Red, Orange and Blue lines at the Farragut North and Farragut West metro stops. The nearest public parking garage is located on 17th Street between K and H Streets.

Area Map

DINING

A continental breakfast and lunch are included daily throughout the program. Please inform me of any special dietary needs by sending an email to TroutmanA@darden.virginia.edu.

DRESS CODE

Business casual dress is appropriate throughout the program. A light sweater or jacket is recommended for comfort in the classroom. Average temperatures in Washington, D.C. in November are in the upper 50 degrees F during the day and upper 30 degrees F at night.

ASSIGMENTS & READINGS

There are pre-assignments for this program. An email will be sent directly from The Communication Center that will include a quick survey link as well as additional requests.