**THANKS FOR REGISTERING!**

**TRAVEL**

**Please arrange all travel and carpooling on your own**. If you get lost in transit, please call either Kate Rooth 704-516-0092 or Thom Kay 864-580-1843.

**If you have been awarded a travel scholarship (partial or full), please bring your receipt for reimbursement, as well as your completed reimbursement form (included in this packet).** A travel scholarship pays for a rental vehicle and gas, mileage on your own vehicle at .40 per mile, train tickets, bus tickets, and plane tickets UP TO THE AMOUNT OF YOUR SCHOLARSHIP AWARD.

There are many modes of transportation in DC, from subways to cabs.

**LODGING OPTIONS**

**L’Enfant Plaza Hotel:** You may check into the hotel after 4pm on Saturday, June 2nd. You must check out of the hotel by 12:00 pm on Wednesday, June 6th. Unless otherwise arranged or indicated on your application, **participants do not need to make their own reservations**. Most Week in Washington participants will have a roommate. Unless you’ve been contacted about receiving a lodging scholarship, please come prepared to pay approximately $109.50 per night for double occupancy or $219 per night for single room by cash, check, or credit card. L’Enfant Plaza Hotel accepts the following credit cards: Visa, MasterCard, American Express, and Discover Card.

**Washington Seminar Center-Capitol Hill Presbyterian Church (WSC-CHPC):** Please pick up your group housing check-in information on Saturday, June 2nd at the L’Enfant Plaza Hotel Lobby. The Washington Seminar Center at the Capitol Hill Presbyterian Church will be locked and can’t be accessed without first checking in with Week in Washington organizers. This dorm style housing includes a fully equipped kitchen, bathrooms with showers, lounge area, and space for meetings. Unless you’ve been offered a lodging scholarship, please be prepared to pay $35 per person per night. No alcohol policy.

**PARKING at the hotel costs $42.00 per night. Participants are responsible for this cost**. Other parking options include The [Shady Grove Metro Station in Maryland](http://www.wmata.com/rail/station_detail.cfm?station_id=18), the [Fairfax Metro Station in VA](http://www.wmata.com/rail/station_detail.cfm?station_id=103) [Union Station Metro Station](http://www.unionstationdc.com/parking) at $22 per day. There is extremely limited parking at the WSC-CHPC.

**SUNDAY TRAINING**

The training will be held at the Thurgood Marshall Center. Metro directions from the hotel and church are provided in this packet. Please allow yourself ample travel time to arrive promptly at 8:30 am.

**LOBBY VISITS**

This packet includes instructions on how to set up your lobby appointments. You will also receive a phone call about scheduling lobby visits.

**ATTIRE**

Dress casually for all events EXCEPT for lobbying. You should wear standard business attire, if you have it. Members of Congress and their Staff will be wearing suits and ties**. Lobbying requires a lot of walking on hard floors, so BRING COMFORTABLE SHOES! We’re serious.**