

2014 TRANSFORMATIONAL WORKSHOP

ACCOMMODATIONS

The Westin Crystal City
1800 Jefferson Davis Highway
Arlington, Virginia 22202
(703) 486-1111

Located just minutes from Washington, D.C., the Westin Crystal City Hotel boasts convenient access to the city via the adjacent Crystal City Metro Station. Popular museums and monuments are close to the hotel, and the Ronald Reagan Washington National Airport (DCA) is merely a mile away.

The hotel provides complimentary shuttle runs to Reagan International (DCA) every day, between 5:00 am and 11:00 pm. The shuttle departs for the airport twice an hour and takes approximately 10 minutes to arrive at the airport.

Guests may also ride the shuttle from the airport to the hotel. The hotel shuttle pick-up stand at the airport is located in front of doors 5 and 9 outside the baggage claim area.

The overnight room rate for a single or double room is \$219.00 (plus 13% tax). Lodging arrangements are the responsibility of the attendees and should be made directly with the hotel by calling (703) 486-1111.

The above rate will only be available until **Saturday, September 2, 2014**. **You must reference the U.S. Department of Energy to receive this special group rate listed above.**

Hotel Cancellation Policy: An overnight room must be cancelled by 6:00 PM on the day prior to arrival to avoid a one-night penalty.

Early Departure Fee:

In the event that a guest with a reserved room checks out prior to his/her check out date, an early departure fee (of \$100.00 plus tax) will be charged. Guests who wish to avoid this fee must inform the hotel, at or before check-in, of changes to the duration of their stay.

Hotel check-in time is 3:00 p.m. and check-out time is 12:00 noon.

For further information on the Westin Crystal City Hotel visit their website at www.westincrystalcity.com

For further information regarding the program content please contact Michael Matuszewski at:
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For questions regarding conference logistics, please contact Karen Lockhart at:
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