

2018 Leading Change Institute Logistical Information

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TRANSPORTATION

[The Dupont Circle](#) hotel is easily walkable - [about a block](#) - from the **Q Street exit** of the nearest Metro station, which is the [Dupont Circle Metro station](#) on the Red line.

It's also readily accessible by taxi, and taxis are plentiful and easy to find in DC. [Uber](#) and [Lyft](#) also operate in DC for those who prefer car service.

By Air: Washington is served by three airports: Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD) and Baltimore/Washington International Thurgood Marshall Airport (BWI).

1. DCA, in Virginia, is the airport closest to the city and the hotel.
 - **Metro:** DCA is situated on the Blue and Yellow Metro lines (you'll want to take the Yellow to the Red line, for this trip). Travel via Metro should take about 25-35 minutes (22 minute train ride + waiting time) and will cost \$2.55 - \$2.80 (fares are higher during rush hour). See <https://www.wmata.com/schedules/trip-planner/> for more information.
 - **Taxi:** Depending on traffic, DCA is about a 20 minute taxi ride from the Dupont Circle hotel - although this could potentially stretch quite a bit during rush hour (i.e. 3:00 – 7:00 pm on weekdays) if you're planning to leave on Friday afternoon. [Estimated taxi fare](#): about \$18 one-way.
2. IAD is located in Virginia.
 - **Taxi:** The airport is approximately 50 minutes (during non-rush-hour) via taxi from the hotel. [Estimated taxi fare](#): about \$65 one-way.
 - **Metro:** [Public transportation is available](#) via a combination of bus and Metro. I'd recommend budgeting 60-90 minutes if you'd like to go that route. See <http://www.flydulles.com/iad/silver-line-express-bus-metrorail-station> for more information.
3. BWI is located in Maryland.
 - **Metro:** Although BWI is the furthest away from the hotel, it is reasonably easy to get to/from via a combination of train (either [Amtrak](#), or the Penn line on the local [MARC commuter trains](#)) and Metro. The airport offers a free, continuously-running shuttle that will take you from the airport to/from the BWI train station in about 10

minutes. The train ride from the BWI rail station to Union Station is about 30 minutes, where you can pick up Metro's Red line from right within the train station.

- **Taxi:** The airport is approximately 50-60 minutes (during non-rush-hour) via taxi from the hotel. [Estimated taxi fare](#): about \$90 one-way.

By Train: Washington is also well-served by [Amtrak](#), for those who wish to travel by train. As noted above, Union Station is located on [Metro's](#) Red line and is about a 15 minute Metro ride from the hotel; alternatively, it's about 15-30 minutes by cab (depending on traffic) – to/from The Dupont Circle.

By Car: Rental cars are available at all three area airports. [Car2Go](#) and [Zipcar](#) also operate in DC. Street parking is tightly restricted and heavily monitored in this part of the city, so if you intend to drive it's best to plan and budget for a local garage if not parking at the hotel itself.

- The hotel offers valet parking only. Current rates are \$45 per night, subject to change at the hotel's discretion.
- [Best Parking](#) and [Parking Panda](#) are two options you can use to find nearby garages and their rates. Parking Panda will let you reserve and pay for a space in advance, if you like.

Useful links:

Amtrak: www.amtrak.com

Baltimore/Washington International Thurgood Marshall Airport: <http://www.bwiairport.com/en>

Dulles International Airport: <http://www.metwashairports.com/dulles/dulles.htm>

MARC Train: <http://mta.maryland.gov/marc-train>

Metro (WMATA): <http://www.wmata.com/>

Ronald Reagan Washington National Airport: <http://www.metwashairports.com/reagan/reagan.htm>

Feel free to use the listserv to arrange group taxis or the like once you know your arrival/departure times!

INSTITUTE LOCATIONS

Dupont Circle Hotel

1500 New Hampshire Avenue NW

Washington DC, 20036

<https://www.doylecollection.com/hotels/the-dupont-circle-hotel>

The LCI activities will take place primarily at the Dupont Circle Hotel, where you'll also be lodging. Our meeting room for the week will be the [Glover Park room](#), which is on the ground floor. Business/nice casual attire, including jeans if you wish, is fine for the week.

The Mansion on O Street

2020 O Street NW,

Washington DC, 20036

www.omansion.com

Our reception on Thursday evening will be held at the Mansion on O Street. The Mansion is less than a five-minute walk from the hotel and will include a self-guided [tour](#) of this hidden D.C. treasure.

HOTEL INFORMATION

[The Dupont Circle](#)

1500 New Hampshire Avenue NW | Washington DC, 20036

CLIR handles all room reservations for the Institute. The LCI will cover your housing costs for the duration of the Institute.

We'll be glad to reserve guest space for you for any extra days you might need. All additional nights' stay will be at your expense, to be invoiced by CLIR after the Institute once we receive our own bill from the hotel. Note that our room rate is \$299/night, inclusive of all taxes and fees.

As a courtesy to the hotel (and to ensure you get extra towels delivered!), please be sure to let me know if you plan to have guests stay with you any time. A second guest stays free, while third or fourth guests incur a fee of \$30 pp per night.

Lizzi will send you your confirmation numbers and dates of arrival and departure in May.

HOTEL AMENITIES

Each LCI participant will have their own room. The hotel will provide free wireless Internet access for our group during the entire week, both in the meeting spaces and in your room.

While you'll be pretty busy, the hotel is located in a great neighborhood in downtown DC, and there are plenty of excellent dining and shopping options within a few minutes' walk. Both [Rock Creek Park](#) and the [National Mall](#) are within walking distance. You can find more information on The Dupont Circle hotel's website at <https://www.doylecollection.com/hotels/the-dupont-circle-hotel/slice-of-the-city>.

MEALS

Many of your meals at the Institute will be provided for you, and there will also be snacks available at many of our scheduled break times.

Sunday, June 3: Lunch / Reception (heavy hors d'oeuvres)
Monday, June 4: Breakfast / Lunch
Tuesday, June 5: Breakfast / Lunch
Wednesday, June 6: Breakfast / Lunch
Thursday, June 7: Breakfast / Lunch / Reception (heavy hors d'oeuvres)
Friday, June 8: Breakfast / Lunch

Room service, food ordered other than at the provided meals, and alcoholic beverages (aside from those offered as part of the events above) are not included in the LCI package, so those charges will go on your individual accounts. Guest meals are also an individual responsibility.

For those nights you'll be on your own for dinner, there are lots of dine-in and carryout restaurants nearby, including nice dining options in the hotel itself, to suit any taste and budget.

WHAT TO PACK/WHAT TO WEAR

And now, on to the summer camp portion of this memo...

Insofar as we can predict the weather, I'd recommend planning for decently warm temperatures – say from the low 70s to the mid 90s, and likely with at least some humidity – for DC in early June. There's a reasonable chance of thunderstorms at that time of year, but we'll be giving you swanky LCI umbrellas as part of your swag so you'll have one to hand should you need it!

The LCI sessions and the closing reception on Thursday will be business casual; no suits, ties or hose required. Hotels in DC in the summer are inevitably chilly, so you might want to bring a sweater or jacket to throw on.

You'll also want to think about athletic attire and shoes, bathing suits, etc. if those activities might be on your personal agenda.