



**Logistical Information for the STEM Central Leadership Workshop: Making Connections, Making a Difference in Undergraduate STEM Education.**

**Dates:** We will start with dinner at 6:00pm on March 16th and go through lunch on March 18th, 2015.

**Location:** The meeting will be held at the Howard Hughes Medical Institute's Headquarters and Conference Center, located at 4000 Jones Bridge Road in Chevy Chase, Maryland. Phone: (301) 215-8700, Fax: (301) 215-8702.

**Getting There:** Upon arrival in Washington, plan on at least 35-45 minutes for ground transportation from Washington/Reagan National (DCA) and Washington/Union Amtrak Station (WAS), and 45 minutes to an hour from Washington/Dulles International Airport (IAD) and Baltimore-Washington International Airport (BWI).

Taxi fare from National Airport and Union Station is approximately \$35-\$45. Taxi fare from Dulles Airport and BWI Airport is approximately \$75-\$85.

Metrorail service is only available from National Airport and Union Station. HHMI is located close to the Bethesda and the Medical Center Metrorail subway stop on the Metro's Red Line. There are taxis available at all times at the Bethesda station. Or, you can also call a taxi to pick you up at Medical Center. Barwood Taxi phone number is 301-984-1900.

HHMI offers a small shuttle for staff that they extend to guests as a courtesy. The shuttle picks up at the Medical Center stop in the morning, 7:45-9:15, and afternoon and 4:15-5:45 in the afternoon.

Free parking is available for guests planning to drive to HHMI.

**Check-in** is scheduled for 1-6pm at the Conference Center. Early check-in exceptions will be made for west coast travelers. Security is available for late night check-ins.

**Lodging:** HHMI is generously providing lodging for our out-of-town attendees for the nights of March 16 and 17 only. If you are traveling from outside the DC metropolitan area, you do not need to make a hotel reservation. However, please indicate your need for a room using the online registration form. Note that the HHMI

Conference Center does not have facilities or personnel available to accommodate spouses or companions, and we cannot cover hotel costs beyond the nights of March 16th and 17th.

**Meals:** HHMI will provide all meals during the meeting. Additional meals during travel can be reimbursed by the NSF-funded AAC&U STEM Central project, pending receipt of your original receipts and a completed AAC&U travel voucher. Standard federal regulations apply regarding allowable reimbursable expenses.

### **Travel Reimbursement**

All travel-related expenses will be reimbursed upon our receipt of your original receipts and provided tickets are purchased at least three weeks in advance of the workshop **(i.e., no later than Feb 23rd)**.

AAC&U will be responsible for all reimbursements related to travel to the workshop including: transportation (i.e., air/rail), ground transportation, meals not covered by HHMI, parking, and related incidentals.

To expedite your reimbursement, please, use the following as a guide:

- Save all original receipts. AAC&U will only reimburse travelers for expenses that are reflected in original receipts. Standard federal rules and regulations apply regarding allowable reimbursable expenses.
- Tape all receipts to a plain sheet of paper. **DO NOT STAPLE.**
- Complete the AAC&U Travel Voucher, which will be sent under separate cover.
- Mail your original receipts and completed voucher to:

Tania Siemens  
2055 Grant St.  
Eugene, OR 97405

If you have any additional questions or concerns, please, do not hesitate to contact Tania Siemens at [Siemens@aacu.org](mailto:Siemens@aacu.org) or 541-914-0701