

Health Profession Opportunity Grants
Annual Grantee Meeting
November 14-16, 2012
Key Bridge Marriott, Arlington, VA



Greetings!

We look forward to your attendance at the Health Profession Opportunity Grants Annual Meeting in Arlington, VA, from November 14-16, 2012! The meeting will take place at the Key Bridge Marriott in Arlington, VA. Situated just across the Potomac River from Georgetown, Key Bridge Marriott offers panoramic views of the sights and sounds of the nation's capital. Key Bridge Marriott is a three block walking distance from the Rosslyn Metro stop for easy access to the sites of VA and DC.

Please use the information below to assist you as you prepare for your visit to the DC area.

Hotel Accommodations

Key Bridge Marriott

1401 Lee Highway, Arlington, Virginia 22209

Phone 1-703-524-6400; Fax 1-703-524-8964

Check-in 4:00 pm; check-out 12:00 pm

On-site Parking \$19/day

Wireless Internet Complimentary in Sleeping Rooms and Public Space

Meals and Travel Expenses

As you may be aware, there has been a change in the regulations regarding the provision of meals at federal meetings. **If you are a guest at the hotel, breakfast will be included in your sleeping room rate, and the hotel will also provide coffee at breaks. Lunches, however, will be on your own.** We have made arrangements for the hotel to provide a box lunch menu option each morning which you can have billed to your sleeping room. The hotel restaurant will also be available and a list of nearby restaurants will be provided to you in your registration packet.

Travel, hotel and per diem expenses are expected to be paid by grantees as outlined during the budget process for three attendees at the HPOG 2012 Annual Meeting. Your per diem is to be used to cover the cost of the meals. Incurred expenses will not be reimbursed by OFA or PEP.

Breakfast is included in your Room Rate for Overnight Hotel Guests

If you are a guest at the hotel, a continental breakfast will be provided for you and the cost is included in your sleeping room rate. This will be served in the Potomac Foyer from 8:00 – 9:00 am each morning Wednesday – Friday.

Box Lunch Purchase

You will be provided forms in your meeting folder to order box lunches through the hotel restaurant Wednesday and Thursday. Box lunches will be priced between \$11-\$15 (plus tax and tip) which can be paid for by cash, credit card or charged to your room if you are a hotel guest.

At 12:00 noon each day, you can pick up and pay for your box lunch in the hotel Connexion Lounge. Tables will be available for dining and networking in the Francis Scott Key meeting room.

Onsite Hotel Dining Options:

- **Box lunches will be available for purchase. Forms are located in your meeting folder. Drop off order at registration desk each morning by 10:00 am.**
- Revival: American fare; Open for breakfast, lunch and dinner; this casual hotel restaurant near Rosslyn Metro features classic dishes and comfort food with a modern interpretation.
- Connexion: American fare; Open for lunch and dinner; Flat panel HDTVs, complimentary wireless Internet access, and an eclectic menu make Connexion a top choice among restaurants near Georgetown and Arlington, VA.

Dining Options near the Hotel:

There are many [dining options](#) near the hotel. A list also will be provided in your meeting folder.

Transportation

The Key Bridge Marriott **does not** provide shuttle service. They highly recommend taking the Metro Blue Line if flying into Reagan National Airport (DCA) as the hotel is only a three block walk from the Rosslyn Metro Stop. The Reagan National Airport metro station is within the airport.

From Ronald Reagan Washington National Airport (DCA):

- Super Shuttle: reservation required (phone 800-258-3826)
One person one way \$16; One person roundtrip \$30
Add \$10 for each additional person
\$1 discount each way for booking a roundtrip ticket
- Metro subway service, fee: \$2 USD (one way)
- Estimated taxi fare: \$15-20 USD (one way)

Washington Dulles International Airport (IAD)

- Super Shuttle: reservation required (phone 800-258-3826)
One person one way \$31; One person roundtrip \$62
Add \$10 for each additional person
\$1 discount each way for booking a roundtrip ticket
- Bus service, fee: \$6 USD (one way)
- Subway service, fee: N/A
- Estimated taxi fare: \$67 USD (one way)

Baltimore/Washington International Thurgood Marshall Airport (BWI)

- Super Shuttle: reservation required (phone 800-258-3826)
- Subway service, fee: N/A
- Estimated taxi fare: \$93 USD (one way)

[Map and Directions](#)

Ronald Reagan Washington National Airport - DCA

[Visit DCA airport website](#) 

Airport Phone: 1 703 417 8000

Hotel direction: 4 mile(s) S

Driving directions: Follow signs to Route 50 West. Take Route 50 to Rosslyn/Key Bridge exit. At the top of ramp, turn right onto North Lynn Street. At the 5th light, turn left onto Lee Highway. The hotel is located on the right.

Washington Dulles International Airport - IAD

[Visit IAD airport website](#) 

Airport Phone: 1 703 572 2700

Hotel direction: 24 mile(s) W

Driving directions: Take Dulles access road to I-66 Eastbound toward DC, Exit 73, Rosslyn/Key Bridge. Turn left at first light, Nash Street.

Baltimore/Washington International Thurgood Marshall Airport - BWI

[Visit BWI airport website](#) 

Airport Phone: 1 410 859 7111

Hotel direction: 47 mile(s) NE

Driving directions: Exit airport to I-195 West. Exit I-95 South towards DC. Follow signs for I-495 West towards Silver Spring/Northern Virginia. Take George Washington Parkway South (Exit 43). Follow approximately 8 miles and take the exit that reads 66 East/Route 50 - Washington/Rosslyn (DO NOT TAKE THE KEY BRIDGE EXIT - Route 50 is the exit AFTER the Key Bridge exit). Off the exit, take the right exit that leads to 50 West - stay right onto North Lynn Street follow down to the 5th traffic light and turn left onto Lee Highway. Hotel is visible on right.

Access DC from the Rosslyn Metro Station

Right around the corner from our hotel, the Rosslyn Metro station provides ease of access into the city. It is situated on both the blue and orange lines.

Dress Code

Business Casual.

Onsite Meeting Check-In

Meeting registration desk will be in the foyer outside the Potomac Ballroom on the main level.

Meeting Materials

Annual Meeting materials will be posted on the HPOG Community Website as they become available. Handouts and presentation slides will be uploaded to the Resources => Meetings and Roundtables => [2012 Annual Meeting](#) category. In an effort to be "green", we will not be printing any PowerPoint presentations. Do, however, feel free to print handouts for any session you will be attending prior to arriving.

Social Media Kiosk

Feel free to stop by the Social Media kiosk in the Potomac Foyer to set up your user profile, receive additional information about the Social Media features, and contribute to the 2013 Roundtables Idea Campaign.

Agenda

Wednesday, November 14		
8:00 AM - 4:30 PM	Registration	Potomac Foyer
8:00 AM - 4:30 PM	Social Media Kiosk Open	Potomac Foyer
8:30 AM - 9:00 AM	Welcome, Introductions, Goals of the Meeting	Potomac A-C
9:00 AM - 10:30 AM	Plenary Session 1: Strengthening TANF Partnerships and Facilitated Table Discussions	Potomac A-C
10:30 AM - 10:45 AM	Break	Potomac Foyer
10:45 AM - 12:00 Noon	Plenary Session 2: Social Media	Potomac A-C
12:00 Noon - 1:30 PM	Lunch on Your Own	
1:30 PM - 3:00 PM	Plenary Session 3: Career Pathways	Potomac A-C
3:00 PM - 3:15 PM	Break	Potomac Foyer
3:15 PM - 4:30 PM	CM Track: Building a Student Community through Cohorts	Potomac D
3:15 PM - 4:30 PM	PD Track: Data Driven Decision Making	Francis Scott Key A
3:15 PM - 4:30 PM	JD Track: Job Readiness	Francis Scott Key B

Thursday, November 15		
8:00 AM - 4:30 PM	Registration	Potomac Foyer
8:00 AM - 4:30 PM	Social Media Kiosk Open	Potomac Foyer
8:30 AM - 8:45 AM	Welcome and Reflections	Potomac A-C
8:45 AM - 10:30 AM	Plenary Session 4: Promising Practices	Potomac A-C
10:30 AM - 10:45 AM	Break	Potomac Foyer
10:45 AM - 12:00 Noon	PD & CM Track: Case Management Systems	Potomac A-C
10:45 AM - 12:00 Noon	JD Track: Post-Placement Advancement	Potomac D
12:00 Noon - 1:30 PM	Lunch on Your Own	
1:30 PM - 3:00 PM	PD & JD Track: Employer Systems	Potomac A-C
1:30 PM - 3:00 PM	CM Track: Case Management for Student Success	Potomac D
3:00 PM - 3:15 PM	Break	Potomac Foyer
3:15 PM - 4:30 PM	CM Track: Bridging the Gap Between Faculty and Staff	Francis Scott Key A
3:15 PM - 4:30 PM	PD Track: Employing "Foundational" or Bridge Curriculum	Potomac D
3:15 PM - 4:30 PM	JD Track: Employer Partnerships and Marketing	Francis Scott Key B

Friday, November 16		
8:00 AM - 12:00 Noon	Registration	Potomac Foyer
8:00 AM - 12:00 Noon	Social Media Kiosk Open	Potomac Foyer
8:30 AM - 8:45 AM	Welcome and Reflections	Potomac A-C
8:45 AM - 10:15 AM	Plenary Session 5: Sustainability	Potomac A-C
10:15 AM - 10:30 AM	Break	Potomac Foyer
10:30 AM - 11:45 AM	Plenary Session 6: Success Stories	Potomac A-C

Hotel Amenities

Complimentary Wifi Internet will be available in the guest rooms and public space. A log in code will be provided to you at check in.

Business Center: Open Monday through Friday 7:30 am to 6 pm.

Fitness Center: In-House Fitness Center

Swimming: Indoor Pool; Outdoor Pool (Seasonal); Whirlpool; Indoor/outdoor connecting pool

What to do in DC

[Information](#) on Washington, DC

Questions?

Please contact Denise Donnahoo at 303-522-9508 or ddonnahoo@pep8a.com.

Safe travels to the DC area! We look forward to seeing you and having a successful meeting together!