



## A. Symposium Venue, Transportation and Lodging

### Symposium Venue

Our event will be held at Argosy University, not far from the Hyatt Hotel, which is described in section D. To get to the Argosy University building from the hotel, simply walk out to Wilson Boulevard and continue up the hill to 1550. It is roughly ¼ mile away, and on the opposite side of the street.

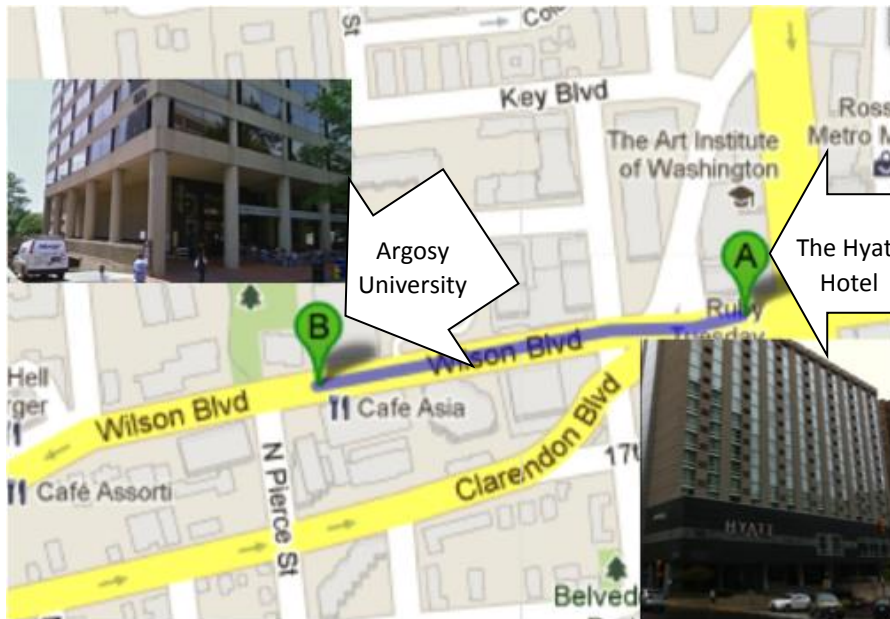
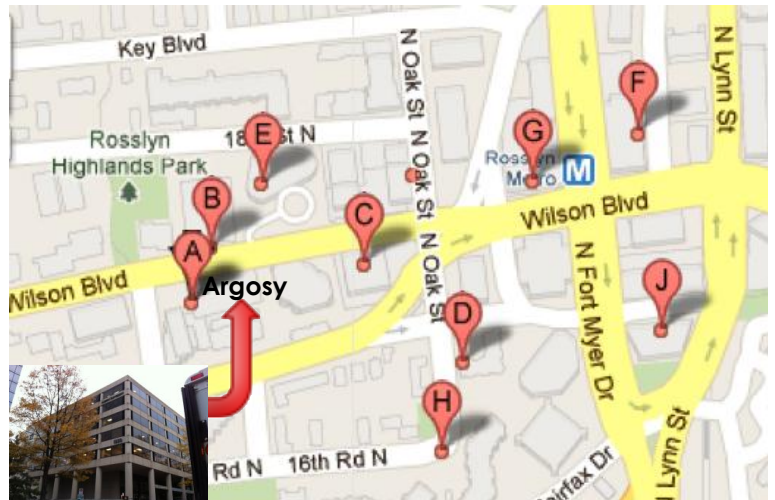
### For those coming from the local area:

Parking is available at various points on Wilson Blvd for a fee, as denoted by the points A-J on the map at right. The following link will bring you to the same map:

<http://g.co/maps/xfvmk>

The closest Metro (subway or underground) station is the Rosslyn Metro station, just NorthEast of the Hyatt Hotel. See it on the right edge of the map below.

Once in the Argosy University building, stop at the sign-in area on the main floor, then go to the 5<sup>th</sup> floor. We hope to see you in time for you to enjoy pre-session beverages; and be ready for the Symposium!



**Argosy University**  
1550 Wilson Boulevard,  
5<sup>th</sup> Floor  
Arlington, Virginia, USA 22209  
+1.703.526.5800



## B. *asapm* Project and Program Management Symposium Agenda: “Delivering the Promise” Arlington, VA, March 5, 2012

Start	Time	Track 1 Themes for a) Individual PM Practitioners, and b) Teams & Other Stakeholders.	Track 2 Themes for a) Executives and Senior Managers, and b) Nations & Society.
08:00	30	Registration: Argosy University, 1550 Wilson Boulevard, Suite 600; Arlington	
08:30	15	Welcoming Remarks: Stacy Goff, <i>asapm</i> President	
08:45	45	David Hudson, Opening Keynote: <b>“Delivering the Promise!”</b>	
09:30	60	Paul Hesselman, IPMA-NL <b>“Avoiding Adventureland: Making the most of your Steering Committee”</b> (Individual PM Practitioners)	Donna Fitzgerald, Gartner Group <b>“Making the Right Decision”</b> (Executives and Senior Management)
10:30	30	Coffee; Special Book-signing	
11:00	60	Andrew Bragg, APM, <b>“Practicing What We Preach”</b> (Teams and Other Stakeholders)	Bob Youker, World Bank, <b>“Evaluating Project Impact: Lessons from International Development”</b> (Nations and Society)
12:00	60	Lunch	
01:00	15	Presentation of <i>asapm</i> Awards: Stacy Goff, <i>asapm</i> President	
01:15	60	Bill Duncan, PM Partners <b>“Defining and Measuring Project Success”</b> (Teams and Other Stakeholders)	Yvette Burton, VW America <b>“Colleagues, Cultures, Processes: The Art of Designing Interactions”</b> (Executives)
02:15	30	Coffee	
02:45	60	Dr. J. Davidson Frame, University of Management and Technology: <b>“Black Swans or White? Exploring the premises of the unmanageability of high impact, low probability events.”</b> (Individual PM Practitioners)	Tom Mochal, TenStep. Inc. <b>“Green Project Management”</b> (Nations and Society)
03:45	45	<b>“Delivering the Promise ... To Yourself”</b> A hands-on Workshop led by Donna Fitzgerald, Bill Duncan and Tim Jaques, designed to help participants make immediate use of what we learned.	
04:30	15	Close	



## C. Travel Information From Airports

Multiple airports serve the Washington, DC area:

- Dulles International Airport is best for most international flights. It is further away from the event area, so travel time will be greater, especially during rush-hour traffic.
- Reagan National Airport is very close to the venue, and has access via the Metro.
- Baltimore also has an airport, BWI, and some airlines may connect there. BWI is further away.

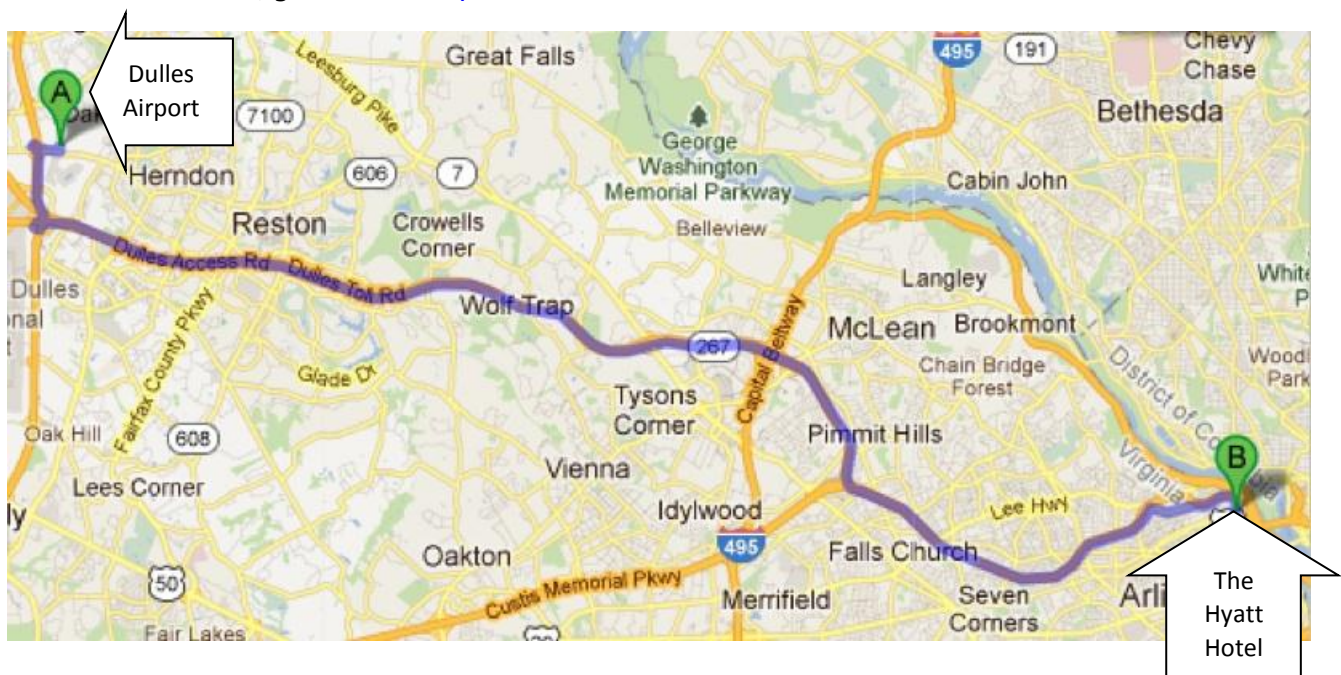
### IAD Dulles International Airport to the Hotel and Symposium Venue

The IAD airport is approximately 25 miles West of the hotel; see the map below. The trip takes 35-60 minutes, depending on traffic. Dulles airport has no rail connection. MetroBus 5A is the easiest and fastest public transportation route. See: [www.wmata.com/bus/timetables/dc/05a.pdf?n](http://www.wmata.com/bus/timetables/dc/05a.pdf?n)

This bus line is designed for airport traffic, has a place for your luggage, and does not stop in between. The buses may be crowded during rush hours. A one-way ticket costs only \$6 USD (cash only). Bus drivers do not carry change. Have the exact fare ready when you board. Pick up the bus outside the main terminal, Arrival Level (down the ramp), Ground Transportation Curb 2<sup>E</sup>. Look for the red, white, and blue metrobus sign. Get off the bus at the Rosslyn Metro Station (which is just East of the Hyatt hotel).

A taxi costs about \$50 USD each way. No reservations are necessary. Follow the signs at Dulles for Ground Transportation/Taxi to the lower level of the main terminal. There, a customer service representative is available 24 hours a day. Allow extra travel time to Dulles, due to construction delays.

SuperShuttle's shared ride van service is available to/from Washington Dulles International Airport. Their ticket counters are on both far ends of the Ground Transportation Level of the Main Terminal. Shuttles operate on an on-demand basis. Tickets are \$29 one way for the first person, \$10 for each additional person. No reservations are needed for outbound service from the Airport. For information about inbound reservations, go to: [www.supershuttle.com](http://www.supershuttle.com).





## C. Travel Information From Airports, continued

### DCA: Ronald Reagan National Airport to the Hotel and Symposium

Reagan National has easy access to the hotel and Symposium venue. The best method of transportation is the Washington, DC Metro-rail system. Taxis are also available.

The Metrorail has an elevated station connected to the concourse level of terminals B and C at Reagan National Airport.

Metrorail fare cards may be purchased at machines located at all entrances to the Airport Metrorail station. Exact change may be required. The station is also fully accessible via elevators.



#### Getting TO the Metrorail station FROM the Terminals:

- Terminal B and C: Use either of two enclosed pedestrian bridges on the concourse level which connect directly to the station.
- Terminal A: Exit the terminal to the street-side curb, and board any "Airport Shuttle" bus. At the stops for Terminal B/C or Parking Garages B and C, you may access an enclosed bridge which connects to the Metrorail station.

#### Getting TO the Hotel ON the Metrorail:

1. Your destination is the Rosslyn Metro station, the 5<sup>th</sup> stop North on the Blue line.
2. Take the Blue line North, towards Largo Town Center (routes are named based on their ending point).
3. Total travel time is less than 10 minutes. Interim stops include Crystal City, Pentagon, Arlington Cemetery, and finally, Rosslyn.
4. See the page for the Hyatt hotel for a map of the Rosslyn station area. The Hyatt is South and a bit West of the Rosslyn Metro station, less than a 5 minute walk from the station.

### BWI: Baltimore Washington International Airport to the Venue



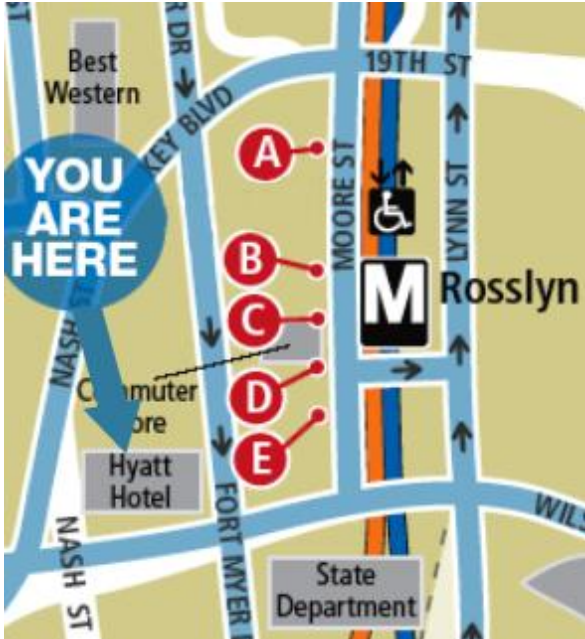
**BWI** is 45 miles NorthEast of Washington, DC. There are several options for those who fly into BWI, including:

- a. Take the Washington Metro from BWI to the Greenbelt Metro station. Catch the Green line Southbound, transferring to the Blue line Westbound at L'Enfant Plaza; get off at Rosslyn. See <http://www.bwiairport.com/en/travel/ground-transportation/trans/wmata>.
- b. Taxis and shuttles: See <http://www.bwiairport.com/en/travel/ground-transportation>.



## D. Recommended Lodging

### The Hyatt Hotel Arlington Virginia



Just minutes from Washington, DC businesses and attractions and only steps to the Rosslyn Metro, the Hyatt Hotel offers many comforts with metropolitan polish. Discover the crisp, contemporary re-design of our guestrooms, meeting facilities and public space, including our popular restaurant and lounge serving classic American cuisine with gourmet flair.

Set in the heart of the Rosslyn business community, the hotel offers a variety of flexible function space, outstanding accommodations, inventive cuisine and the service you've come to expect from Hyatt.

To reserve a room, go to the Hyatt website for this location: <http://arlington.hyatt.com>.

#### Rooms & Amenities

- 318 contemporary guestrooms with views of Rosslyn and Northern Virginia
- iHome stereo with iPod docking station / Hyatt Grand Bed™
- Deluxe granite bath with Portico spa products
- High-speed Internet access

#### Guest Services

- 24-hour complimentary business center / Wi-Fi
- Concierge / Hyatt E-Concierge
- 24-hour gift shop / adjacent to Rosslyn Metro
- Enclosed, secure lot with valet and self-parking options

#### Other Nearby Hotels:

If the Hyatt rooms are sold out, there are additional hotels nearby:

- Marriott
- Best Western

**Hyatt Arlington**  
1325 Wilson Boulevard,  
Arlington, Virginia, USA 22209  
Tel: +1 703 525 1234  
Fax: +1 703 908 4790



## E. About Washington, District of Columbia



Washington, DC is located in the mid-Atlantic region, about 90 miles inland from the Atlantic Ocean, south of Maryland, north of Virginia and 233 miles south of New York City. The city is separated from Virginia to the south by the Potomac River. At its highest elevation, near the National Cathedral, it rises 390 ft. Its lowest elevation is sea level, on the banks of the Potomac River.

Washington, DC is unique among American cities because it was established by the Constitution of the United States to serve as the nation's capital. From the beginning it has been embroiled in political maneuvering, sectional conflicts, issues of race, national identity, compromise and, of course, power.

The choice of Washington's site along the Potomac and Anacostia Rivers resulted from a compromise between Alexander Hamilton and northern states who wanted the new Federal government to assume Revolutionary War debts and Thomas Jefferson and southern states who wanted the capital placed in a location friendly to slave-holding agricultural interests.

George Washington, the first president and namesake of the city, chose the site and appointed three commissioners to help prepare for the arrival of the new government in 1800. In 1800 the federal government consisted of 131 employees.

Pierre Charles L'Enfant designed the city as a bold new capital with sweeping boulevards and ceremonial spaces reminiscent of his native France. Benjamin Banneker, a self-taught African-American mathematical genius, provided the astronomical calculations for surveying and layout of the city. The full development of Washington as a monumental city, however, did not come until a hundred years later when the McMillan Commission updated its plan to establish the National Mall and monuments that most visitors to Washington now know.





## Places Of Interest in the Washington, DC Area

### *Georgetown*



Located across the river from Arlington, Georgetown is 15-20 minutes by foot from the hotel. Home to Georgetown University and more than 500 shops and restaurants, Georgetown has many opportunities for dancing and dining out. Lined with quaint cobblestone streets and 18th and 19th century architecture, the area is a perfect blend of old and new.

Georgetown, founded in 1751, predates Washington. In fact, DC's oldest neighborhood was established 40 years before Washington as a tobacco port town in Maryland.

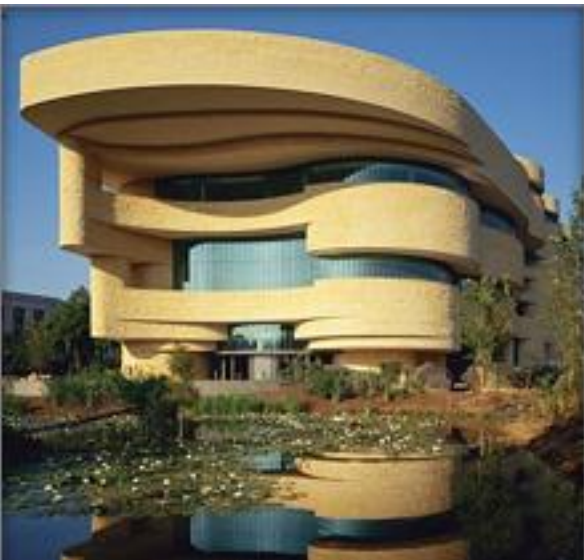
### *The National Mall*



Impressive structures border it, monuments and memorials stand on it, great museums exist near it, and grand trees help shade it, yet the harmony of these things together merely enhances the concept at its very best. The Mall is the heart of the Nation's Capital and of the entire United States of America. Here, the nation celebrates, honors, and demonstrates its commitment to democracy.

The origin of the National Mall is as old as the capital city. The open space and parklands envisioned by Pierre L'Enfant's plan create an ideal stage for national expressions of remembrance, observance and protest. The National Mall is surrounded by museums and memorials, all of which are free and open to the public!

### *The Smithsonian Institution*



Founded in 1846, the Smithsonian (<http://www.si.edu/>) is the world's largest museum and research complex. The Smithsonian Institution includes 19 museums and galleries and the National Zoological Park. Most Smithsonian museums and the National Zoo are free and open every day of the year except December 25.

The **Smithsonian Information Center** in the Castle is located at [1000 Jefferson Dr., SW, Washington, D.C.](#) Ten of the Smithsonian museums in Washington, D.C., span an area from 3rd to 14th Streets between Constitution Avenue and Independence Avenue, approximately 1 mile (1.6 km).

For a complete list of hours, see the information on planning your visit in the link above.



## General Information

### *Population*

The population of Washington DC is roughly 600,000, and the Washington DC-Maryland-Virginia region is approximately 5,582,000.

### *Climate*

Like other cities and states in the mid-Atlantic, Washington, DC has a fairly mild climate with all four seasons. Spring, early summer and fall are the most comfortable seasons, although winters are often mild, with more rain than snow. Summers are often very hot. In February and early March, the temperatures will range from 29/-1 to 54/12 (Fahrenheit/Celsius)

### *Language*

English is the spoken and written language of the United States.

### *Passport Requirements*

Some visitors from outside the US need a visa to enter the US, and it is essential that you bring your passport. See this website link for the list of countries that participate in the Visa Waiver Program: [http://travel.state.gov/visa/temp/without/without\\_1990.html](http://travel.state.gov/visa/temp/without/without_1990.html). We advise that you consult your travel agent or airline before you travel.

### *Telephone*

The international calling code for the USA is 001. The local area code for Virginia is 703. Mobile phones are available for hire in Washington DC for the duration of your stay. In an emergency call 911.

### *Post Office*

Most post offices are open Monday-Friday 09.00-16.30 and some open on Saturday from 09.00-12.00.

### *Shops*

Most shops in DC are open from 09.00 until 22.00 Monday-Saturday and 12.00 until 18.00 on Sundays.

### *Tipping*

A normal tip for good service in area restaurants is between 15%-18%. Service charge is normally automatically included for groups of six or more.

### *Currency*

The US Dollar is the only currency that is officially recognized as legal tender in the United States. In general, banks open Monday-Friday, 10.00-16.00 with late opening on Thursdays until 17.00. Foreign Exchange facilities are widely available. ATMs tend to offer very competitive currency conversion rates. All major credit cards are widely accepted.

### *Internet Access*

The Hyatt Hotel offers free Internet access. There are numerous cafes around the DC area that offer access to the Internet.

### *Electrical Current*

110 volts, 60 cycles is the standard electrical current and a 3-pinned adapter may be required. 220 volt, 50 cycle electrical equipment must specify 110/60 on the device or transformer to work in the USA.



## E. Getting Around

As Washington DC has many transportation options, a car is not required. Driving is on the right side of the road, the imperial system (miles, yards, feet, pounds, etc.) is in use in the USA.

### **Auto Rental**

While the Metro is great for getting around, if you plan to travel beyond the dense downtown areas, there is a wide choice of car rental companies available. You can also book online before you arrive at any of the following:

[www.Thrifty.com](http://www.Thrifty.com)  
[www.Enterprise.com](http://www.Enterprise.com)  
[www.Alamo.com](http://www.Alamo.com)  
[www.Hertz.com](http://www.Hertz.com)  
[www.advantage.com](http://www.advantage.com)

**Taxis** – Taxis are readily available. It will cost US \$5-7 to travel from the hotel to Georgetown, and US \$10-15 to travel to the National Mall.

### **Public Transportation**

The primary method for getting around the greater Washington, DC area is the DC Metro ([www.wmata.com](http://www.wmata.com)). As you can see from the map on the next page, the system is extensive. A scalable, printable version of the map is at [http://www.wmata.com/rail/docs/colormap\\_lettersize.pdf](http://www.wmata.com/rail/docs/colormap_lettersize.pdf). The Metro system includes a modern subway and busses. It is a very safe and clean way to get around the area. The stop near the Hyatt Hotel and Argosy University is the Rosslyn Metro Station. Rosslyn is on the Orange and Blue lines. Download the Visitor's Kit in your choice of language:

[http://www.wmata.com/getting\\_around/visitor\\_info/visitorskit.cfm](http://www.wmata.com/getting_around/visitor_info/visitorskit.cfm)

### ***Buying Farecard or SmarTrip® cards***

Visitors can buy single-ticket Farecards (cash only) or Passes (accepting cash and credit cards) at machines in every station. Alternatively, you can buy multiple-trip SmarTrip® cards. Dispensers are available at all stations with Metro-operated daily parking lots. The dispensers sell SmarTrip® cards for \$10, \$5 for the card itself and \$5 in fare value. The dispenser accepts only \$1, \$5, and \$10 bills.

### ***Using SmarTrip® cards***

Look for the faregates with SmarTrip® targets. They are marked with the SmarTrip® logo.

Touch the card to the SmarTrip® target. The targets are on the top of regular faregates or on the inside of the wider faregates.

When you exit the station, swipe the card again. The display will show the fare charged and remaining balance on the card.

You can also use the SmarTrip® card at Metro-operated parking gates by tapping the card on the exit target. For help or other questions concerning the SmarTrip® contact the SmarTrip® helpline at 1-888-762-7874.





# The Washington DC Area Subway System

