



LOGISTICS GUIDE

This guide was developed to help you prepare for your trip and your onsite Arts Advocacy Day experience. **Please read this document and print a copy to bring with you, as copies will not be available.** If you have any questions, please be sure to e-mail events@artsusa.org.

GENERAL HOTEL AND ARTS ADVOCACY DAY INFORMATION

Headquarters Hotel:

Omni Shoreham Hotel
2500 Calvert Street NW
Washington, DC 20008
T: 202.234.0700
F: 202.265.7972
888.444.OMNI (Reservations)

Check-in: 3:00pm
Check-out: 12:00pm

Hotel room cancellation policy:

You must call to cancel your reservation 72 hours prior to your arrival in order to avoid charges.

Wireless high-speed internet access:

There is high-speed internet access throughout the hotel's public spaces and sleeping rooms. Access in public areas is complimentary. Sleeping room internet access is \$9.95 for 24 hours (12:00 p.m.–11:59 a.m.). Sign up with the Omni's [Select Guest loyalty program](#) and receive member benefits that include complimentary sleeping room internet access.

Local Transportation:

- Driving: Please find maps and driving directions from all area airports and highways.
- Metrorail:
 - From Reagan National Airport take the YELLOW LINE towards Ft. Totten / Mt. Vernon Square to the Gallery Place / Chinatown exit.
 - Switch trains to the RED LINE going towards Shady Grove and exit at the Woodley Park/Zoo/Adams Morgan stop.
 - The hotel is located two blocks from the metro. Once you have exited the Metro via the escalators, walk south on Connecticut Ave., NW to Calvert Street, NW. Cross Calvert and take a right. The hotel will be on the left hand side of Calvert Street, one block from Connecticut.
- Taxi cab:
 - Reagan National Airport: Estimated travel time is 20 minutes and estimated cost is \$18–\$25 each way for a single passenger.
 - Washington Dulles International Airport: Estimated travel time is 45 minutes and estimated cost is \$50–\$60 each way for a single passenger.

REGISTRATION LOUNGE

Location: Ambassador Ballroom
 Omni Shoreham
 West Conference Center

Hours of operation: Monday, March 30, 8:00 a.m.–4:00 p.m.

Inside the Registration Lounge you will find:

Registration Desk

Stop by the Registration Desk for all meeting materials including your name badge, Congressional Arts Handbook, and Training Session schedule. The Registration Desk staff is available for any questions you have about Arts Advocacy Day and related events.

Americans for the Arts Resource Center

Stop by the Resource Center to talk with Americans for the Arts staff about membership and other services, including professional development and research opportunities. Learn more about the public service campaign and find out how you can be a better advocate for the arts. You will find everything about Americans for the Arts in one central place!

- Membership
- Arts Action Fund
- Research Services
- *The Arts. Ask for More.* PSA Campaign
- National Arts Marketing Project Conference

Americans for the Arts Store

Browse through a wide selection of resources on public art, arts education, nonprofit management, community development, and the nonprofit arts. Pick out artist-made gifts, *Art. Ask for More.* t-shirts and posters, and Americans for the Arts logo items such as hats and water bottles to take back home.

SPECIAL EVENT DESCRIPTIONS AND NEW INFORMATION FOR 2009

Sunday, March 29, 2009

Emerging Leaders Events

In association with Arts Advocacy Day, American University's Arts Management Program is hosting a full day of professional development specifically for Emerging Leaders in the arts. The Symposium will be followed by a reception, public forum and keynote speech by Bob Lynch, President and CEO, Americans for the Arts. Please join us for one or both of these events to network with your peers, and get geared up for Arts Advocacy Day!

Emerging Leader Symposium – Leadership in Times of Change

Location: American University
Katzen Arts Center

Time: 11:00am – 5:00pm

Registration Rate: \$25 for full day on Sunday (\$60 includes a ticket to a Saturday evening performance at The Shakespeare Theatre)

Email auartsymposium@american.edu for more information and to register.

Public Forum Keynote and Emerging leader Reception

Co-hosted by AU's Arts Management Program, the Americans for the Arts Emerging Leader Council and the DC-based Forum for Emerging Arts Professionals. Reception will include a keynote speech by Bob Lynch, president and CEO, Americans for the Arts, followed by light hors d'oeuvres and a cash bar.

Location: American University
Katzen Arts Center, Rotunda

Time: 5:00pm – 7:30pm

Registration: No charge

RSVP to auartsymposium@american.edu

Monday, March 30, 2009

State and District Captains Lunch

Location: Regency Ballroom (pick up boxed lunch in Ambassador Ballroom)

Time: 12:15 p.m. –1:15 p.m. (pick up boxed lunch between 11:45 a.m. and 12:30 p.m.)

Enjoy this opportunity to plan your trip to Capitol Hill with your State or District Captain. This meal is \$25 and tickets must be purchased in advance, **no later than Monday, March 16**. Your lunch ticket will be distributed at the Americans for the Arts Registration Desk in the Ambassador Ballroom at the Omni Shoreham Hotel. Redeem your ticket from 11:45 a.m.–12:30 p.m. for the 12:15 p.m. State and District Captains Lunch.

Americans for the Arts Action Fund Reception and Fundraiser

Location: Ambassador Ballroom

Time: 4:45 p.m.–5:30 p.m.

You are invited to attend a fundraising reception for Americans for the Arts Action Fund immediately preceding the Nancy Hanks Lecture. Minimum contribution of \$50 to the Arts Action Fund PAC; only Members are eligible to contribute to the Arts Action Fund PAC. Free membership in the Arts Action Fund is available at the advocate level. Stop by the Arts Action Fund resource table in the Ambassador Ballroom and sign up in advance to avoid waiting in line at the event!

Nancy Hanks Lecture

Location: John F. Kennedy Center for the Performing Arts
Concert Hall

Time: 6:30 p.m.–7:30 p.m. (Doors open at 6:00 p.m.)

Americans for the Arts will provide roundtrip motor coach transportation from the Omni Shoreham Hotel to the Kennedy Center. Shuttle service will depart from the hotel's **Parkview Entrance** from 5:30 p.m.–6:00 p.m. Shuttles will depart from the Kennedy Center returning to the Omni Shoreham from 7:40 p.m. –8:30 p.m. Please note there will **not** be a reception associated with this year's Nancy Hanks Lecture. Please enjoy cocktails and hors d'oeuvres at the Arts Action Fund Reception. On page 13 you will find a list of restaurants that are convenient to the Omni Shoreham.

Tuesday, March 31, 2009

Congressional Arts Breakfast

- Location: Dirksen Senate Office Building
Room G-50
Corner of 1st and C Street, NE
(please see map on page 11 of this handbook)
- Time: 8:00 a.m.–10:00 a.m. Registration check-in
8:30 a.m.–10:00 a.m. Congressional Arts Breakfast
program

Bring your state hand-held sign with you to the event for the Congressional Arts Breakfast rally! Please make note of suggested travel logistics listed below.

Travel to the Congressional Arts Breakfast

Attendees can take Metro transportation or taxi cab. Those traveling by Metro are encouraged to depart the hotel between 7:15 a.m.–7:30 a.m. Please note this is during rush hour and stations / trains will be at full capacity. If you decide to utilize the Metro, please wear appropriate walking shoes. Americans for the Arts will place staff along the route from the Woodley Park/Zoo/Adams Morgan station to the Dirksen Senate Office Building, via Union Station, from 6:45 a.m.–8:15 a.m. Americans for the Arts staff will have logoed hand-held signs and will be wearing red.

Metro Logistics and Walking Directions to the Dirksen Senate Office Building:

- Walk and block on Calvert St. NW to Connecticut Ave., NW
Make a left at Connecticut Ave., NW and walk one block to the Woodley Park/Zoo/Adams Morgan metro stop
- Woodley Park / Zoo / Adams Morgan metro stop is on the corner of Connecticut Ave., NW and 24th Street NW.
(If you require elevator access, continue walking up Connecticut Ave. toward Garfield Street NW)
- If you have not already purchased a Metro ticket, Americans for the Arts staff and a station manager will be available to assist you.
- Take the **RED LINE** train towards **GLENMONT** (6) stops (approximately 11 minutes) to Union Station.
- Take the Union Station Shops exit where Americans for the Arts staff will guide you to First Street. Do not take the Amtrak exit.
- Outside of Union Station, take a slight left across Columbus Circle.

- Take a slight right onto First Street, NE.
- The Dirksen Senate Office Building is located two blocks South on First Street on the left, adjacent to the Hart Building and across First Street from the Russell Building.
- Use the 2nd entrance on C Street.

Metro Hours of Operation and Fares:

- Metro Hours of Operation:
Monday–Friday 5:00 a.m.–midnight
Saturday–Sunday 7:00 a.m.–3:00 a.m.
- Fares: A one-way rush hour fare from Woodley Park/Zoo/Adams Morgan Metro station to Union Station is \$1.75. You should put at least \$3.50 on your card to cover a round trip ticket.
- In order to avoid long lines at the Metro ticket machines, we recommend you purchase your ticket at a Metro station the day prior.
- You can check for Metro delays online at www.wmata.com.
- **Do not purchase a “day pass” as it cannot be used until after 9:30 a.m.**

Taxi Cab Information:

Yellow Cab: 202.544.1212

Diamond Cab: 202.387.6200

The taxi cab ride from the Omni Shoreham Hotel to the Capitol Visitor Center should take approximately 16–20 minutes and cost approximately \$12–\$18.

Capitol Hill Security:

Before entering the Dirksen Building, all visitors are screened by a magnetometer and all items that are permitted inside the building are screened by an x-ray device and subject to search. Security at the Capitol Visitor Center mimics that of the United States Capitol Building and is therefore more stringent than neighboring Federal buildings. No not bring luggage and/or toiletries that violate the prohibited items list below.

Capitol Hill Building Prohibited Items:

- **Luggage, back packs, and any bag larger than 14" wide x 13" high x 4" deep**
- Aerosol containers

- Any pointed object (i.e., fingernails clippers, knitting needles, letter openers, etc. Note: pens and pencils are permitted.)
- Cans and bottles
- Electric stun guns, martial arts weapons or devices
- Food or beverages of any kind
- Guns, replica guns, ammunition, and fireworks
- Knives of any size
- Mace and pepper spray
- Non-aerosol spray (prescriptions for medical needs are permitted)
- Razors and box cutters

Suggestions for luggage:

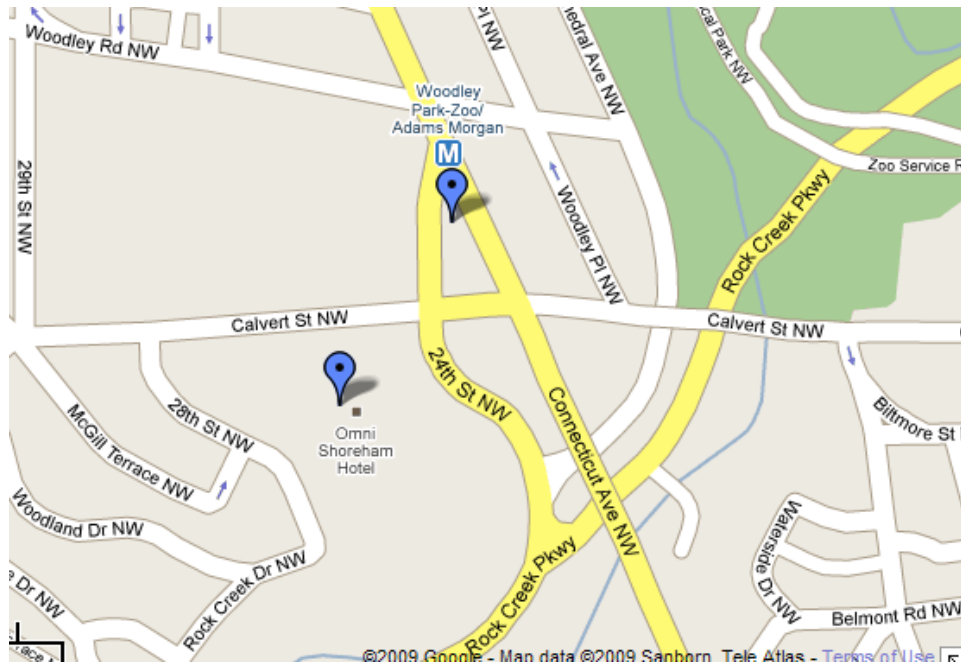
There will be a coat check available for our event. However, if you plan to depart Washington, DC after your Hill visit on Tuesday, March, 31, please find the following options for luggage storage.

- Check out of your hotel room and leave luggage with the hotel Bell Desk
- There is a luggage storage room at Union Station managed by Tiburon Lockers:
 - Tiburon Lockers: www.tiburonlockers.com, 202.898.1592
 - The Union Station luggage storage room is located outside of Amtrak Gate A on the Main Level
 - Hours of operation on Tuesday, March 31: 6:00 a.m.–10:00 p.m.

Rates	Per Hour	Daily (5+ hours)
Small Luggage	\$ 2.00	\$ 10.00
Medium Luggage	\$ 4.00	\$ 20.00
Large Luggage	\$ 6.00	\$ 30.00
Multiple Bags (3 or more)	\$ 8.00	\$ 40.00

Advance payment for luggage storage is required and they accept all cash and major credit cards only.

MAP OF WOODLEY PARK WITH METRO AND OMNI



Walking directions from the Omni Shoreham to Woodley Park Metro station:

- Walk one block on Calvert St. NW to Connecticut Ave., NW
Make a left at Connecticut Ave., NW and walk one block to the Woodley Park/Zoo/Adams Morgan metro stop
- Woodley Park / Zoo / Adams Morgan metro stop is on the corner of Connecticut Ave., NW and 24th Street NW.
(If you require elevator access, continue walking up Connecticut Ave. towards Garfield Street NW)
- If you have not already purchased a Metro ticket, Americans for the Arts staff and a station manager will be available to assist you.

METRO RAIL MAP



MetroOpensDoors.com
Customer Information Service: 202/637-6000
TTY Phone: 202/638-3780

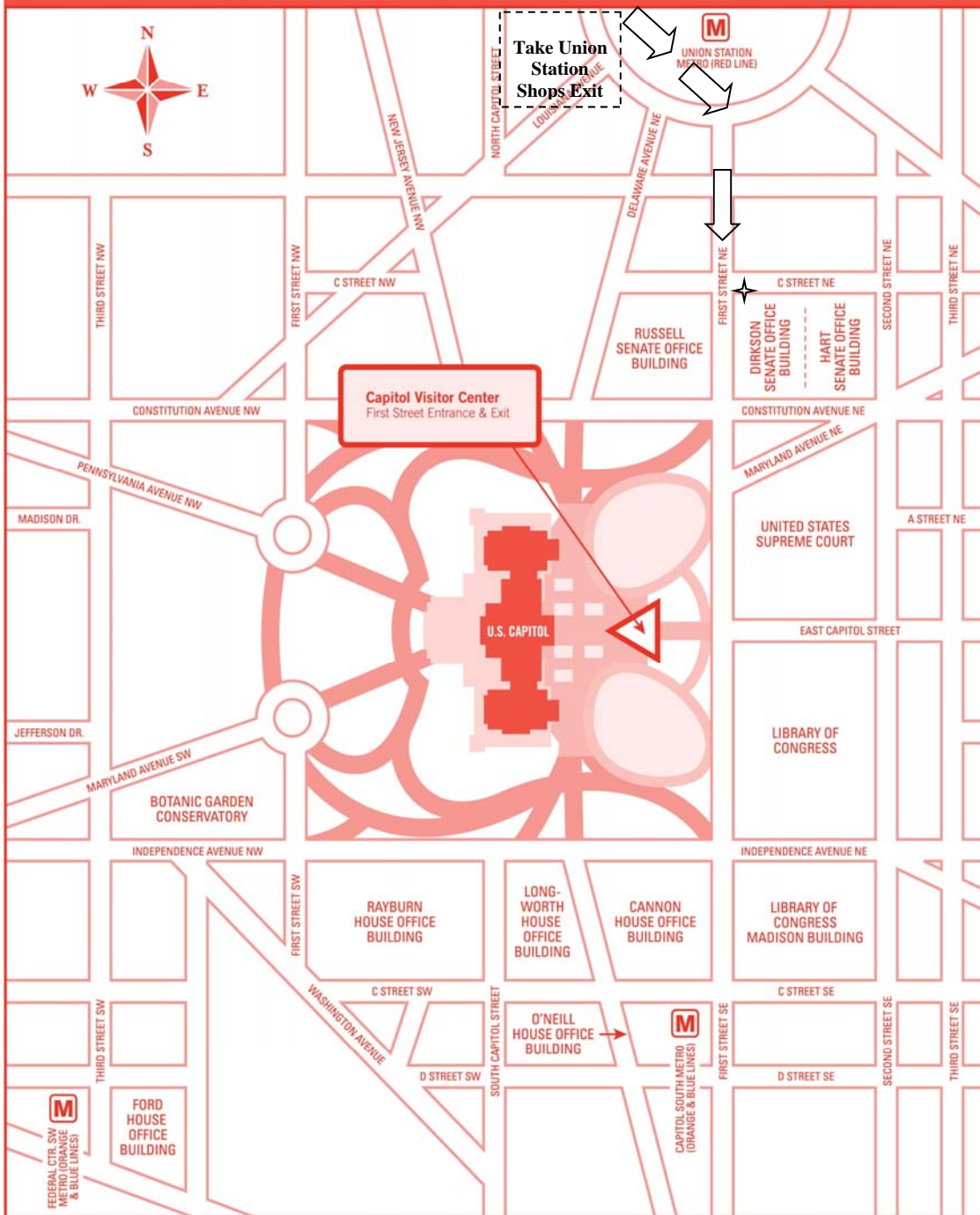
- Legend**
- Red Line • Glenmont to Shady Grove
 - Orange Line • New Carrollton to Vienna/Fairfax-GMU
 - Blue Line • Franconia-Springfield to Largo Town Center
 - Green Line • Branch Avenue to Greenbelt
 - Yellow Line • Huntington to Fort Totten



- No Smoking
- No Eating or Drinking
- No Animals (except service animals)
- No Audio (without earphones)
- No Litter or Spitting
- No Dangerous or Flammable Items

- Take the **Red Line** train towards **Glenmont** six stops (approximately 11 minutes) to Union Station.
- Take the Union Station Shops exit where Americans for the Arts staff will guide you to First Street. **Do not take the Amtrak exit.**
- For more information, including possible Metro delays, visit www.wmata.com

CAPITOL HILL



- Take the Union Station Shops exit where Americans for the Arts staff will guide you to First Street. **Do not take the Amtrak exit.**
- Outside of Union Station, take a slight left across Columbus Circle.
- Take a slight right onto First Street, NE.
- The Dirksen Senate Office Building is located two blocks South on First Street on the left, adjacent to the Hart Building and across First Street from the Russell Building.
- Use the 2nd entrance on C Street.

ADDITIONAL CONFERENCE INFORMATION

Americans for the Arts Green Policy

Americans for the Arts is committed to using environmentally friendly business practices to achieve our goals and to do our part to minimize our negative impact on the environment. Participate in our meeting supply recycle program! Drop off your name badge and hand-held sign at our Registration Desk when you finish your last Arts Advocacy Day event.

Americans for the Arts Recording Policy

Events, functions, and sessions, hosted and/or produced by Americans for the Arts may not be recorded either in video or in audio format by any organization, entity, or person, without the expressed written consent of Americans for the Arts. Consent to record Americans for the Arts events will be given to credentialed press as requested and will be coordinated

Emergency Information

In case of an emergency at the Omni Shoreham, please pick up any hotel phone and dial 0 to speak with operator or dial 55 to speak with hotel security. The hotel will in contact emergency personnel and will properly direct them on site. The George Washington University Hospital is the closest hospital to the Omni Shoreham. Please dial 202.715.4000 to speak with a hospital operator.

Personal Safety Notice

Americans for the Arts promotes personal safety. Please make use of safes provided in hotel sleeping rooms to store valuables. Be mindful of belongings during the conference and never leave personal things unattended. Remove your name badge after attending Arts Advocacy Day sponsored events.

Photo Opportunities

We encourage all attendees to bring their cameras to the conference. We always appreciate receiving photos of advocates meeting with their members of Congress! Please send photos to Natalie Shoop at nshoop@artsusa.org.

Arts Advocacy Day will be taking place at the start of Washington, DC's annual two-week Cheery Blossom Festival. The more than 3,000 cheery trees surrounding the Tidal Basin may be in bloom so don't forget your cameras!

Weather and Attire

Washington, DC weather varies greatly in March and April. Temperatures range from the 70s in the day to 30s at night. The meeting spaces in the Omni and United States Capitol may be cool or warm so please dress in layers. We encourage you to bring business appropriate dress that will work for meeting with your member of Congress and in climate weather. Comfortable but professional shoes are suggested throughout the conference.

WOODLEY PARK RESTAURANT LIST (WALKING DISTANCE TO THE OMNI SHOREHAM HOTEL)

Afghan Grill

2309 Calvert Street, NW
T: 202.234.5095
Lunch / Dinner 7 days

Café International

2633 Connecticut Ave, NW
T: 202.265.8333
Breakfast / Lunch 7 days

Café Paradiso (Italian)

2649 Connecticut Ave NW
T: 202.265.8955
Lunch / Dinner 7 days

Chipotle Mexican grill)

2600 Connecticut Ave NW
T: 202.299.9111
Lunch / Dinner 7 days

Fusion's Alley (Asian)

2608 Connecticut Ave NW
T: 202.588.7466
Dinner 7 days

Jandara (Thai)

2606 Connecticut Ave NW
T: 202.387.8876
Lunch / Dinner 7 days

Lebanese Taverna (Middle Eastern)

2641 Connecticut Ave, NW
T: 202.483.7420
Lunch / Dinner Mon. – Sat.

Little India

2623 Connecticut Ave, NW
T: 202.232.5030
Buffet 7 days

McDonald's

2616 Connecticut Ave, NW
T: 202.462.8773
Breakfast / Lunch / Dinner 7 days

Medaterra (Mediterranean-American)

2614 Connecticut Ave, NW
T: 202.797.0400

Mr. Chen's Chinese

2604 Connecticut Ave, NW
T: 202.797.9668

Murphy's Irish Pub

2609 24th Street, NW
T: 202.462.7171

New Heights (American)

2317 Calvert Street, NW
T: 202.234.4110
Dinner Mon. – Sat.

Open City Café

2321 Calvert Street, NW
T: 202.234.4110
Breakfast / Lunch / Dinner

Pesto (Northern Italian)

2915 Connecticut Ave, NW
T: 202.332.2331

Petits Plats (French)

2653 Connecticut Ave, NW
T: 202.518.0018

Rajaji

2603 Connecticut Ave, NW
T: 202.265.7344

Robert's Restaurant

2500 Calvert Street, NW (Omni Shoreham Hotel)
T: 202.756.5300
Breakfast / Lunch / Dinner 7 days

Sake Club

2635 Connecticut Ave, NW
T: 202.332.2711

Taste of India

2621 Connecticut Ave, NW
T: 202.483.1115

Tono Sushi

2605 Connecticut Ave, NW
T: 202.332.7300
Lunch / Dinner 7 days

CAPITOL HILL RESTAURANT LIST

The Restaurant at the Capitol Visitor Center

Capitol Visitor Center, Lower Level
Breakfast / Lunch Mon. – Sat.

Burrito Brothers

205 Pennsylvania Ave SE
T: 202.543.6835

Ford Cafeteria

Ford Building, First Floor
T: 202.225.2238
Breakfast / Lunch Mon. – Sat.

Library of Congress Madison Building Cafeteria

Library of Congress, 6th floor
Breakfast / Lunch Mon. – Sat.

Longworth Food Court

Longworth Building, Basement
T: 202.225.0878
Breakfast / Lunch Mon. – Fri.

Monocle on Capitol Hill

107 D Street, NE
T: 20.-546.4488

Rayburn Cafeteria

Rayburn Building
T: 202.225.7109

Breakfast / Lunch Mon. – Fri.

Union Station Food Court

Monday-Saturday
10:00 AM-9:00 PM
Average: \$10.00

- **Au Bon Pain**
202.898.0299
Street Level
- **Café Rene**
202.216.0002
Mezzanine Level
- **Corner Bakery Café**
202.371.8811
Street Level
- **Johnny Rockets**
202.289.6969
Lower Level Food Court
- **McDonald's**
202.408.5014
Street Level
- **Sbarro Italian Eatery**
202.289.0767
Street Level
- **Starbucks**
202.682.5895
Street Level