



THE INSTITUTE FOR
PUBLIC-PRIVATE PARTNERSHIPS

2010 COURSE ORIENTATION INFORMATION PACKET
WASHINGTON, DC COURSES



Greetings and a warm welcome from Institute for Public-Private Partnerships (IP3). We are pleased that you will be joining us for what promises to be exciting times at IP3. We are one year into IP3's brand new, state-of-the-art Training Center! The new training center is located a mere 2 blocks from the Rosslyn Metro Station in beautiful and convenient Rosslyn/Arlington, VA. Overlooking the Potomac River and all of Washington, DC, Rosslyn/Arlington features exceptional public transportation; numerous three, four, and five star hotels minutes from the IP3 Training Center; restaurants of varying cuisines; shops; and is just a 10-minute walk

from bustling Georgetown. The Rosslyn/Arlington area is also home to such famous attractions as the Arlington National Cemetery, Iwo Jima Memorial, and Pentagon.

Enclosed below is important information that will assist you in your preparation for attending your course. Please read this information carefully as it will answer many of your questions concerning your arrival and stay with IP3. If you have additional questions or comments that are not answered here, please feel free to contact us at any time.

Again, we welcome you to IP3 and look forward to the opportunity of hosting you as our guests.

I. IP3 Training Center
Location

1611 N Kent Street
Rosslyn Plaza D
Suite 700
Arlington, VA 22209

Phone: (202) 466-8930

**For specific Directions and a detailed map, please refer to pages 3 and 4 of this document.*

Features of IP3's Training Center

- *Spacious and comfortable training rooms*
- *State-of-the Art AV/Communications equipment*
- *High-speed wireless internet connection*
- *Located 2 blocks (and three minute walk) from Rosslyn Metro Rail Station*
- *Catering facilities from resident building restaurant,*
- *Hotels, restaurants and shopping within minutes walking distance*
- *Convenient to all tourist attractions*
- *"Best panoramic view" of all of Washington, DC*
- *10 minute walk to Georgetown in Washington, DC*



View of Washington, DC skyline from the IP₃ Training Center

II. What to Expect

This training course you are about to undertake is organized as an adult learning program. IP₃'s teaching methodology utilizes a variety of "hands on" participation by all attendees, including small group discussions and simulation exercises that require preparation and study by each participant.



IP₃ participants attend a site visit at the Federal Energy Regulatory Commission during a training course

Class will begin daily at 9:00am and will end at approximately 4:30pm, Monday – Friday each training week. We will provide you with a detailed schedule on the first day of class. Our training will include approximately six hours of classroom activities (or site visits) with some preparation each night by each participant. Detailed program materials will be distributed at Registration on the first day of the course.

Individual participation and full attendance is required to successfully complete the course requirements and receive a *Certificate of Achievement*. Completion of your course will earn you up to 6.0 or 3.0 continuing education units (CEUs) in the program subject matter. CEUs earned can be used to fulfill professional continuing educational requirements and obtain certification in one of IP₃'s professional certification programs. For more information, please visit www.globalcertifications.org.



IP₃ participants work on their notebook computers as a group during an in-classroom assignment.

III. Airport Arrival Information

Your course officially begins on the first Monday at 8:30am. We strongly urge each participant to arrive by the preceding Sunday, and if at all possible, the preceding Saturday. Early arrival will ensure that you are well rested and prepared for the first day of training.

Your arrival to Washington, DC will generally be through one of three airports: Ronald Reagan Washington National Airport (DCA), Dulles International Airport (IAD), or Baltimore-Washington International Airport (BWI).

IP3 recommends that you take a taxi from the airport to your hotel in Rosslyn/Arlington. Approximate costs for transit from each airport to the IP3 Training Center, including a tip are as follows:

- Washington National Airport: \$20.00
- Dulles International Airport: \$65.00
- Baltimore-Washington International Airport: \$70.00

Participants who travel together will be able to share a taxi and the appropriate costs.

IV. Directions to the IP3 Training Center

From Ronald Reagan National Airport

Take George Washington Parkway North toward Washington, D.C. Take I-395 South toward Richmond. Take VA-110 North to the Wilson Blvd. exit towards Rosslyn. Take a slight right at North Arlington Ridge Road. IP3 Training site is on the left.

From Dulles Airport

Take Route 66 East to US-29. Turn Right at Fort Myer Drive. Turn left at 19th Street and continue to Kent Street. Turn right at 19th Street. Take a slight right on 19th Street North to get on North Arlington Ridge Road. IP3 Training Center is on the left.

From BWI Airport

Take I95 West to MD-295 South. Merge onto US50 West toward Washington (crossing into the District of Columbia). Take I395 South to VA-110 North. Take slight left to take the Wilson Blvd. Ramp toward Rosslyn. Turn Right onto North Kent Street.

From Metro's Rosslyn Station

IP3's Training Center is conveniently located just 2 blocks (and three minute walk) from the Rosslyn Metro Station. Located merely one stop from Washington, DC, the Rosslyn Station provides service to both the Orange and Blue lines for Maryland, Virginia, and Washington, DC. The Orange and Blue lines run directly into the heart of Washington, DC (and points to Virginia and Maryland) and provides service to all major monuments, memorials, museums and federal agencies.

Directions from Rosslyn Metro Station: Walk North on N. Moore St toward 19th Street North. Turn Right at 19th Street N and continue on N Kent Street. Turn right to stay on N Kent Street. IP3 training site will be on the left.

[CLICK HERE](#) for a more detailed the route from the Rosslyn Station Metro to IP3's training facility.



V. Hotel Lodging Information

IMPORTANT: Participants are responsible for making their own hotel accommodations. IP3 has provided below an interactive table of hotel options that are close in proximity to the IP3 Training Center and span a wide range of pricing options and amenities. For official websites and detailed maps please click on [underlined text](#) within the table below.

Hotel	Amenities	Rates	Distance from IP3 Training Site	Link to Detailed directions
<p>Hyatt Arlington 1325 Wilson Boulevard, Arlington, Virginia, USA 22209 Tel: +1 703 525 1234 Fax: +1 703 908 4790 Website: www.arlington.hyatt.com</p>	<p>High-speed Internet access, Coffee maker, Cable/satellite TV channels, Individual air conditioning control, 24-hour business center / Wi-Fi / Fast Board TM, Concierge / Hyatt E-Concierge, 24-hour gift shop adjacent to Rosslyn Metro</p>	<p>\$\$\$\$</p>	<p>5 min. walk</p>	<p>HYATT ARLINGTON</p>
<p>Key Bridge Marriott® 1401 Lee Highway Arlington, Virginia 22209 USA Phone: 1-703-524-6400 Fax : 1-703-524-8964 http://www.marriott.com/hotels/travel/waskb-key-bridge-marriott/</p>	<p>High Speed Internet Access, Located near the Rosslyn Metro stop & Washington’s Metro rail system, Spectacular views of downtown DC from guestrooms and the Capital View Ballroom</p>	<p>\$\$\$\$</p>	<p>10 min. walk</p>	<p>KEY BRIDGE MARRIOTT</p>
<p>Residence Inn® by Marriott® Arlington/ Rosslyn 1651 North Oak Street Arlington, Virginia 22209 USA Phone: 1-703-812-8400 Fax : 1-703-812-8516 Website: http://www.marriott.com/hotels/travel/wasrr-residence-inn-arlington-rosslyn/</p>	<p>High Speed Internet Access, Fully equipped kitchen, refrigerator, microwave, coffee maker Walking distance to Rosslyn Metro</p>	<p>\$\$\$</p>	<p>10 min. walk</p>	<p>RESIDENCE INN BY MARRIOTT/ ROSSLYN</p>
<p>Courtyard® by Marriott® Arlington Rosslyn 1533 Clarendon Boulevard Arlington Virginia 22209 USA Phone: 1-703-528-2222 Fax : 1-703-528-1027 Website: http://www.marriott.com/hotels/travel/wasar-courtyard-arlington-rosslyn/</p>	<p>Business Center, Fitness Center & High-Speed Internet access, Close to Washington DC attractions, US Capitol, shopping, sport events, universities & hospitals, Complimentary high-speed internet access in all rooms</p>	<p>\$\$\$</p>	<p>10 min. walk</p>	<p>COURTYARD BY MARRIOTT/ROSSLYN</p>
<p>Holiday Inn Rosslyn at Key 1900 N Fort Myer Drive Arlington, VA 22209 USA Hotel Front Desk: 1-703-8072000 Fax: 1-703-5228864 Website: http://www.arlingtonhotels.holidayinn.com/</p>	<p>Indoor pool, fitness center, business center, High Speed Internet Access, walking distance to metro</p>	<p>\$\$</p>	<p>8 min. walk</p>	<p>HOLIDAY INN ROSSLYN AT KEY</p>

<p>Best Western Rosslyn/Iwo Jima 1501 Arlington Boulevard, Arlington, VA, 22209, United States Phone: 703/524-5000 Fax: 703/522-5484 Toll Free Reservations: 800-424-1501 Website: http://book.bestwestern.com/bestwestern/productInfo.do?propertyCode=47133</p>	<p>High Speed Internet Access, Fitness Center, Business Center, Indoor Heated Pool, Guest Laundry, Minutes from Metro Station</p>	<p>\$\$</p>	<p>7 min. walk</p>	<p>BEST WESTERN ROSSLYN/IWO JIMA</p>
<p>Inn of Rosslyn 1601 Arlington Blvd Arlington, VA 22209 Phone: 1 703-524-3400</p>	<p>Air Conditioning (In Room), Refrigerator, Telephone, Television (Cable/Satellite), Daily Maid Service Coffee Maker, Internet Available in Common Room, views of the Iwo Jima Memorial, 10 minute walk to Metro</p>	<p>\$</p>	<p>8 minute walk</p>	<p>INN OF ROSSLYN</p>
<p>925 Apartments 925 25th St NW Washington, DC 20037 Phone: 202-342-7800</p>	<p>Approximately 4 blocks from Foggy Bottom Metro Station (on the blue line, one stop away from Rosslyn Station), close to Georgetown and the National Mall, Internet Access</p>	<p>\$</p>	<p>1 stop from Rosslyn Metro Station on the Orange and Blue line</p>	<p>925 APARTMENTS</p>

VI. WEATHER IN WASHINGTON, DC

Average temperatures in Washington, DC are as follows:

	<u>Fahrenheit (F)</u>		<u>Celsius (C)</u>	
	High	Low	High	Low
Jan	50	28	13	-7
Feb	55	33	14	2
Mar	65	45	18	8
Apr	72	55	23	10
May	80	60	27	11
Jun	84	67	28	19
Jul	90	72	30	23
Aug	90	72	30	23
Sep	78	63	25	17
Oct	68	53	21	12
Nov	55	45	14	8
Dec	50	42	13	7

Please bring appropriate clothing for your stay based on the above temperature chart. Washington, DC. Has no specific "rainy" or dry season, but it is always wise to bring rain gear. Workshop attire is business casual. There will be at least one reception, banquet, and group photograph for which more formal attire is requested (national dress is encouraged).

VII. Per Diem

In addition to the hotel lodging and travel expenses, participants will be responsible for incidental expenses and some local transportation. NOTE: As part of the tuition fee, IP3 will provide lunch during full-training days (8 lunches) as well as 2 dinner receptions. Participants will be responsible for all other meal expenses. IP3 recommends a minimum of \$64.00 per day, per person for meals and incidental expenses.

VIII. Visa for the United States

Participants are often required to have a visa, as well as certain inoculations, completed prior to travel to the United States. Please complete these items as soon as possible to allow for any possible delays.

IX. Medical and Accident Insurance

IP3 does not provide medical or accident insurance. All participants are strongly advised to make appropriate arrangements with their sponsoring organization or agency to ensure appropriate insurance coverage. You may also purchase short-term travel insurance from such companies as Specialty Risk International (SRI) – www.specialtyrisk.com.

X. Tuition Payments

Tuition payments are due prior to the start of the course. Payments must be made in U.S. dollars in cash, traveler's checks, company or institutional check, wire transfer, or by credit card (VISA or MasterCard are welcome).

By Check:

Please make check payable to: Institute for Public-Private Partnerships, Inc.

Remit to:

The Institute of Public-Private Partnerships, Inc., 1611 North Kent Street, Suite 700, Arlington, VA, 22209, USA. Attn: Accounting Department

By Wire Transfer:

To pay by wire transfer, please include the name of the participant and course number/name when using the following information to remit payment:

Bank: BB&T Bank

1365 Wisconsin Avenue, NW
Washington, DC 20007 USA

ABA Routing Number:	054001547
Account Name:	Institute for Public-Private Partnerships
Account Number:	5160019184
SWIFT Code	BRBTUS33

Once the wire transfer has been made, please fax or email a copy of the wire transfer receipt so we can trace the payment to us. Please include participant name, organization and country on wire transfer.

By Credit Card (VISA and MasterCard Only)

To pay the tuition secure your spot in a course, please follow the link below to our secure payment site. Follow the instructions on the form and fill it out completely to submit your payment.

<https://secure.xo.com/ip3.org/secureCC.htm>

XI. Questions???

Please email IP3 at training@ip3.org or call on 1-202-466-8030.