

LOGISTICS INFORMATION SHEET
Expanding Research and Evaluation Designs to Improve the Science Base
for Health Care and Public Health Quality Improvement Symposium
September 13–15, 2005
Washington, D.C.

The following is logistics information for the *Expanding Research and Evaluation Designs to Improve the Science Base for Health Care and Public Health Quality Improvement Symposium* to be held at the Wyndham City Center Hotel on September 13–15, 2005.

Meeting Site

The meeting will take place in the New Hampshire Ballroom at the Wyndham City Center Hotel, 1143 New Hampshire Avenue, N.W., Washington, D.C. 20037. The symposium is scheduled to open with a Working Dinner on Tuesday, September 13 at 6:00 p.m. On Wednesday, the symposium is scheduled to begin at 8:00 a.m. and to conclude at 5:15 p.m. The symposium will begin at 8:15 a.m. and adjourn at 2:00 p.m. on Thursday, September 15. The telephone number to the hotel is (202) 775-0800.

Travel Arrangements

Cygnus' designated travel agency, VTS Travel Direct, can provide you with an air or train ticket. Please contact them directly between 9:00 a.m. and 5:30 p.m., EDT, Monday through Friday, at (800) 638-8029 to make arrangements. Please inform the agent that you would like to make a reservation for the "**Design Methods Symposium,**" September 13–15, 2005.

We prefer that you use VTS Travel Direct to streamline the travel process and to ensure the best competitive travel rate.

Hotel Accommodations

Accommodations for the meeting will be at the Wyndham City Center Hotel, 1143 New Hampshire Avenue, N.W., Washington, D.C., 20037. Please call the Wyndham City Center Hotel at (202) 775-0800 to book your hotel room. Be sure to mention the name of the meeting "**Design Methods Symposium.**" You should be quoted a rate of \$153.00 per night plus taxes. **You must call to reserve your room before 5:00 p.m. EDT, Wednesday, August 24 to receive the \$153.00 rate.** We cannot guarantee price or room availability after this date.

Check-in time is 3:00 p.m., and check out time is 12:00 noon. For hotel information, the hotel main telephone number is (202) 775-0800, facsimile number is (202) 331-9491, and Internet address is <http://www.wyndham.com>.

NOTE: Should your plans change unexpectedly and you are unable to attend the meeting, you must call the Wyndham City Center Hotel directly at (202) 775-0800 no later than 4:00 p.m., EDT, on Sunday, September 11, 2005 to cancel. Otherwise, you will be billed for one night's lodging and taxes.

Wyndham By Request

By joining the "Wyndham By Request" Program, you will be able to take advantage of benefits such as free high-speed Internet access and free local calls and faxes during your stay at the Wyndham City Center Hotel. To join, please go to www.wyndham.com or call (800) WYNDHAM (996-3426). If you are not a member of the program, the hotel will charge you \$9.95 per day for high-speed Internet access.

Ground Transportation

Taxicabs are available from (in order of proximity to the hotel and meeting site) Reagan National (DCA), Washington Dulles International (IAD), and Baltimore/Washington International (BWI) airports to the hotel. Taxicabs are located directly outside the baggage claim area at each airport.

Metrorail is an option from Reagan National Airport. If taking Metrorail, the closest Metrorail stations to the Wyndham City Center Hotel are the Dupont Circle Metro Station (Red Line) and the Foggy Bottom Metro Station (Orange/Blue Lines). Both stations are located approximately 3 blocks from the hotel. For more information on Metrorail, please go to www.wmata.com.

Dulles Airport runs regular shuttle busses via Metrobus that will bring you to L'Enfant Plaza (D and 7th Streets, S.W. - Blue, Orange and Yellow Metrorail Lines), which is a short taxi ride to the hotel. For more information, please go to www.metwashairports.com/Dulles/ground.htm.

From BWI, you can take a Metrobus to the Greenbelt Metrorail Station (Green Line). For more information on this service, please go to www.bwiairport.com/ground_transportation/washington_mta/.

You may sign up on site to make arrangements for transportation to take you to the airport or other destination at the conclusion of the meeting on Thursday.

Parking/Directions

Limited valet parking is available to guests of the Hotel at the rate of \$26.00 per day for overnight parking with in and out privileges. Limited day use self-parking is also available at the rate of \$12.00 per day. These charges may be paid individually or added to your room account. Parking prices are subject to change.

For driving directions to the Wyndham City Center Hotel, please go to www.wyndham.com.

Catering

A working dinner, compliments of The Robert Wood Johnson Foundation, will be held on Tuesday, September 13 in the City Center Ballroom at 6:00 p.m. On Wednesday, September 14 and Thursday, September 15, continental breakfast and lunch will be served at the symposium. Federal employees and local non-federal symposium participants will be asked to pay for lunch at the meeting. More information about lunch costs will be forthcoming.

Special Needs

The Wyndham City Center Hotel is in full compliance with the Americans with Disabilities Act (ADA). However, please contact Karen Brooks at 301-231-7537, extension 227 as soon as possible if you require special needs' assistance.

Questions/Comments

Please contact Karen Brooks via phone at (301) 231-7537, ext. 227, or via e-mail at brooksk@cygnusc.com if you have any logistical questions or comments.