

25TH ANNUAL INTERAGENCY DEPOSITORY SEMINAR REGISTRANT GUIDE

JULY 30 - AUGUST 3, 2012

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FEDERAL DEPOSITORY LIBRARY PROGRAM

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Education and Outreach (LSCM)
U.S. Government Printing Office
Washington, DC 20401

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www.gpo.gov
www.fdlp.gov

REGISTRANT GUIDE

This guide will help you prepare for the activities of the Interagency Depository Seminar and for your upcoming stay in Washington, DC. If you have any questions regarding accommodation recommendations, seminar logistics, or presenters, please contact Education and Outreach at 202-512-1119 or fdlpoutreach@gpo.gov. Please refer to the FDLP home page at www.fdlp.gov for the preliminary schedule and agenda.

- **Note:** the information contained in this guide is accurate as of May, 2012. Call or visit the listed Web sites for the most up-to-date information.

SEMINAR Details

The 25th Annual Interagency Depository Seminar will be held in the **Carl Hayden Room** and onsite computer labs at the **Government Printing Office from 8 am - 5 pm, July 30 - August 3, 2012 (8 am to 12 noon on Friday)**. On **Wednesday, August 1**, seminar participants will travel to the **U.S. Senate Library and the Library of Congress** to tour those buildings. **Comfortable shoes are strongly recommended.**

The Carl Hayden Room is on the 8th Floor of GPO at **732 N. Capitol Street, NW, Washington, DC 20401. Enter at 732 N. Capitol St. (not the Bookstore entrance on 710 N. Capitol St.)**

Presentations will be from **8:30 am - 5:00 pm** with two short breaks and a lunch break. Coffee will be served between **8:00 - 8:30 am** and complimentary light refreshments will be served periodically.

Please plan to arrive **15-20 minutes early** on the first day to go through security and attend to procedural matters. You will pass through security at the **main entrance** of the building and GPO Library Services and Content Management (LSCM) staff will direct you to the **Visitor's Center** to receive your **nametag**, which will identify you as a seminar participant, allowing you to enter and exit the main GPO building.

Please wear your nametag every day of the seminar.

All registered participants are expected to attend all sessions of the seminar, as there are a limited number of registrations available.



Smoking is prohibited in all Government buildings except in designated areas. Room C-715 and a portion of the cafeteria, A-821, are the designated smoking areas closest to the Carl Hayden Room.



Photography is prohibited in the GPO building. Cell phones with cameras are permissible, but **cameras must not be used.**

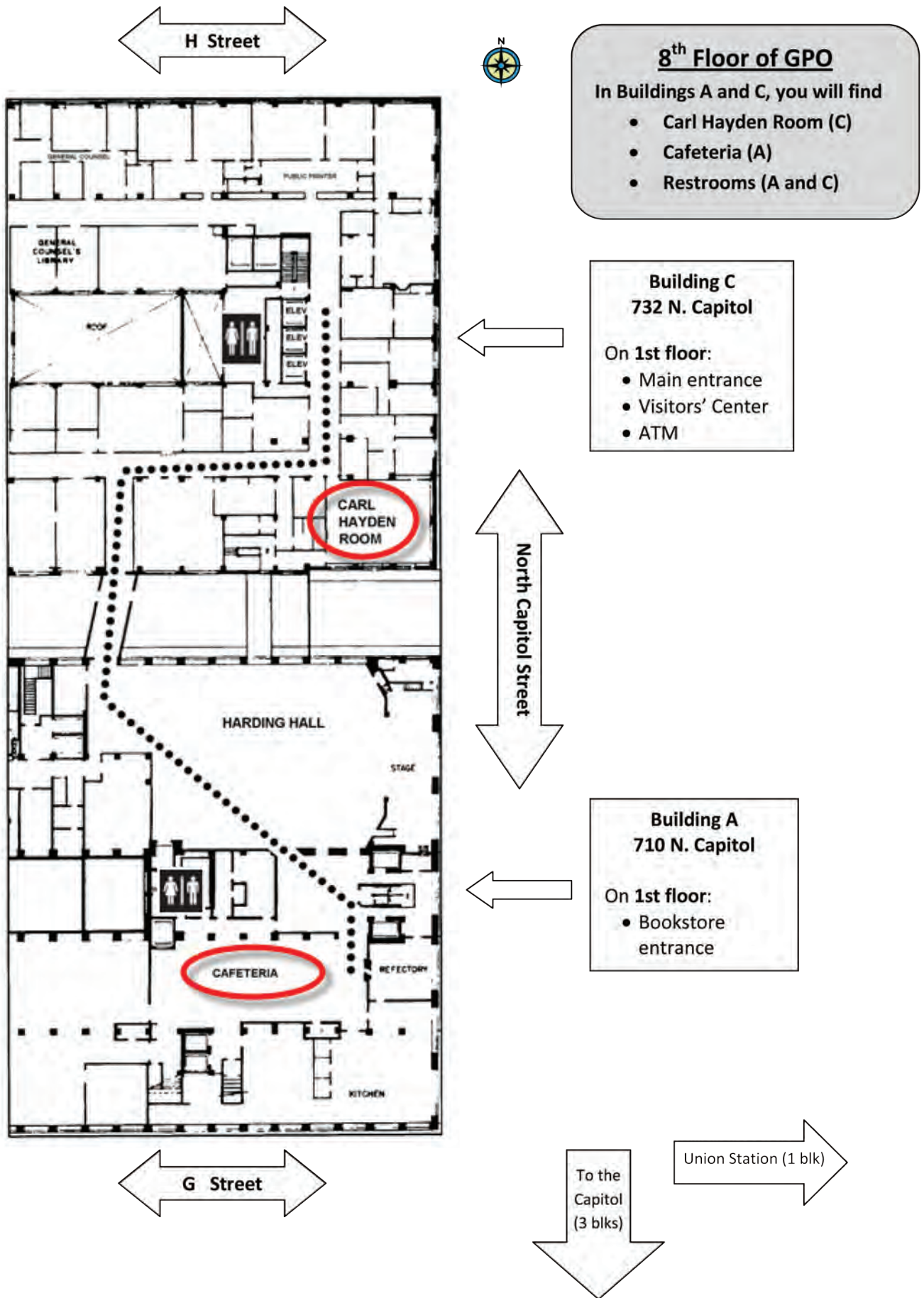


Need accommodations for a disability? Please contact Education and Outreach at: 202-512-1119 or fdlpoutreach@gpo.gov.

Wireless internet service will be available in the Carl Hayden Room, the adjacent Harding Hall, and the GPO cafeteria. Access instructions will be provided at GPO.

A **seminar evaluation form** will be distributed at the beginning of the seminar week and collected at the closing session.

Your feedback is appreciated!



HOTEL ACCOMODATIONS

For convenience, some nearby hotels are listed below. Attendees are responsible for their own accommodations. GPO does not recommend or endorse any hotel for the Interagency Seminar.

District of Columbia – walking distance to GPO:

Hyatt Regency Washington

www.washingtonregency.hyatt.com/hyatt/hotels/index.jsp
 400 New Jersey Avenue, NW
 Phone: 202.737.1234 or 888.591.1234
 (3 blocks from GPO)

Washington Court

www.washingtoncourthotel.com
 525 New Jersey Avenue, NW
 Phone: 202.628.2100 or 800.763.0487
 (3 blocks from GPO)

Liaison Capitol Hill

www.affinia.com/Washington-DC-Hotel.aspx?name=Liaison-Capitol-Hill
 415 New Jersey Avenue, NW
 Phone: 202.638.1616 or 866.246.2203
 (3 blocks from GPO)

The Hotel George

www.hotelgeorge.com/
 15 E Street, NW
 Phone: 202.347.4200 or 800.546.7866
 (3 blocks from GPO)

Phoenix Park Hotel

www.phoenixparkhotel.com
 520 N. Capitol Street, NW
 Phone: 202.638.6900 or 800.824.5419
 (2 blocks from GPO)



TAXES:

Hotel	Food & Beverage	Sales
DC: 14.5%	DC: 10%	DC: 5.75%
Arlington: 9.5-10%	Arlington: 4%	VA: 5%

Arlington, Virginia - Reagan National Airport Vicinity:

Americana Hotel

www.americanahotel.com
 1400 Jefferson Davis Highway
 Phone: 703.979.3772 or 800.548.6261
 (2 blocks from Crystal City Metro)

Crowne Plaza National Airport

www.cpnationalairport.com
 1480 Crystal Drive
 Phone: 703.416.1600 or 800.227.6963
 (2 blocks from Crystal City Metro)

DoubleTree by Hilton

doubletree1.hilton.com
 1300 Jefferson Davis Highway
 Phone: 703.979.9799 or 800.362.2779
 (2 blocks from Pentagon City Metro)

Crystal Gateway Marriott

www.marriott.com/hotels/travel/wasgw-crystal-gateway-marriott
 1700 Jefferson Davis Highway
 Phone: 703.920.3230 or 800.236.2427
 (2 blocks from Crystal City Metro)

Crystal City Marriott

www.marriott.com
 1999 Jefferson Davis Highway
 Phone: 703.413.5500 or 888.236.2427
 (2 blocks from Crystal City Metro)

Sheraton Crystal City

www.starwoodhotels.com/sheraton
 1800 Jefferson Davis Highway
 Phone: 703.486.1111 or 800.325.3535
 (2 blocks from Crystal City Metro)

GETTING TO WASHINGTON, DC VIA TRAIN SERVICE

AMTRAK – MARC – VRE

Union Station has an Amtrak station and is a transportation hub for Maryland's MARC trains and Virginia's VRE trains.

Amtrak: www.amtrak.com

Maryland Area Regional Commuter (MARC): <http://mta.maryland.gov/marc-train>

Virginia Rail Express (VRE): www.vre.org

TAXI Companies

Book free online at: <http://www.ridecharge.com/s/dc-va-washington/taxi-sedan-limo-shuttle>



DC Yellow Cab
(202) 544-1212

Arlington Red Top
(703) 522-3333

Diamond Cab
(202) 387-6200

PARKING NEAR GPO

Garages within walking distance to GPO are available at a daily rate.

Note: parking is relatively expensive in DC; mass transit is the most economical option.

MarcParc

For locations:

http://www.marcparc.com/find_parking.aspx

Union Station Parking Garage, LLC

30 Massachusetts Ave., NE, 24 hours per day, 7 days per week, 365 days per year.

(202) 898-1950

Check the site for rates:

<http://usrcdc.com/garage.php>

! Important information: GPS users must enter 2 Massachusetts Ave, NE,
for the Union Station parking garage.

WASHINGTON AREA AIRPORTS

The Washington, DC, metro area is served by three major airports.

Ronald Reagan Washington National Airport (DCA) – 6 miles south of GPO

<http://www.metwashairports.com/reagan/reagan.htm>

Ground transportation information:

<http://www.metwashairports.com/reagan/1179.htm>

Dulles International Airport (IAD) – 31 miles west of GPO

<http://www.metwashairports.com/dulles/dulles.htm>

Ground transportation information:

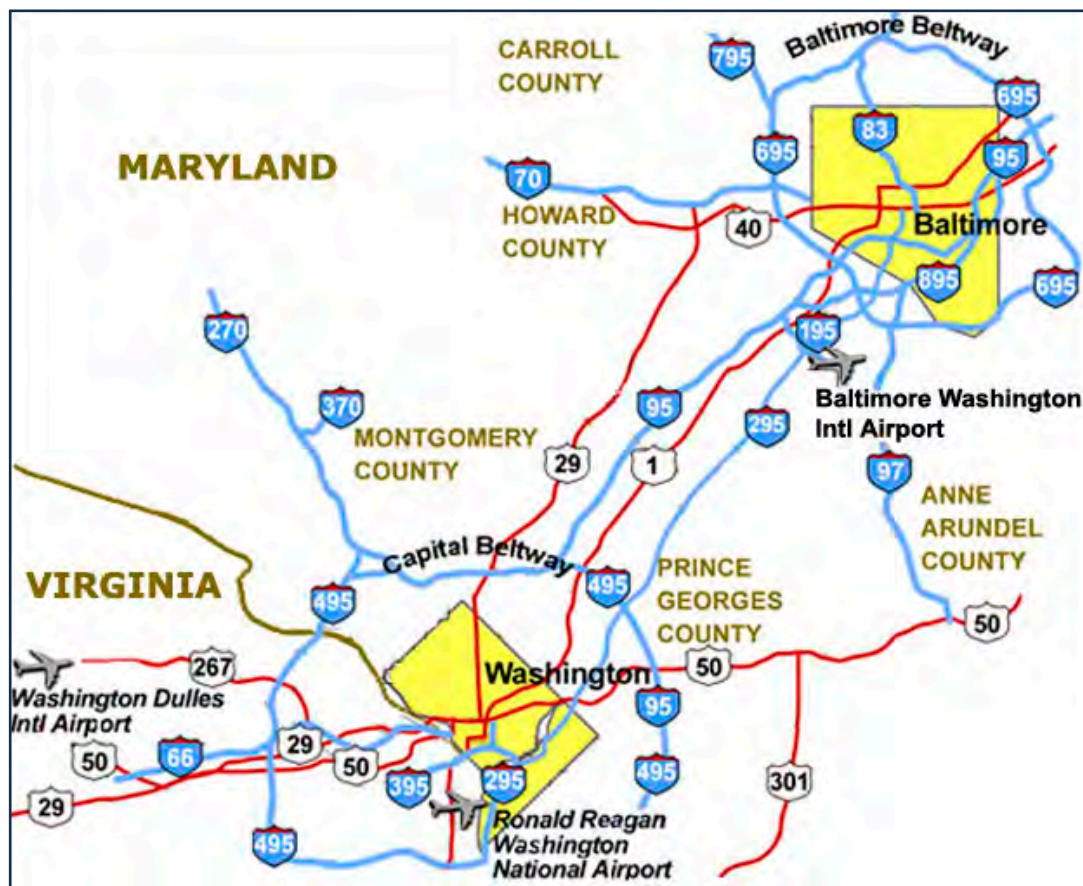
<http://www.metwashairports.com/dulles/793.htm>

Baltimore-Washington International Airport (BWI) – 31 miles north of GPO

<http://www.bwiairport.com/en>

Ground transportation information:

<http://www.bwiairport.com/en/travel/ground-transportation>



WASHINGTON, DC MASS TRANSIT

The GPO is located several blocks north of the Capitol Building on North Capitol St. between G and H Streets and one block from Union Station. **Union Station is on the red line of the subway.**



Washington Metropolitan Area Transit Authority

www.wmata.com

Check the Web site for station information, including fares, maps, and a trip planner to find routes and calculate fares.

Metro - Stations open around 5:00 am on weekdays and 7 am on weekends. Metro closes at 12 am Sunday-Thursday and 3 am Friday-Saturday.

You will save time if you purchase a metro card with the fare for more than one trip. You can purchase fare cards at kiosks in every station. **Keep your fare card**; it is needed to both enter and exit the system. A **daily pass** is **\$9.00**; weekly passes are available at **\$32.35** for unlimited short trips and **\$47** for unlimited with no restrictions.

Metrobus - There are several bus stops located at Union Station and directly in front of the GPO. You can find schedules at the website listed above. The fare is \$1.70 in exact change. The cost is **\$15** for a 7 day regional bus pass. The **X2** and **80** buses stop in front of GPO.

****Fares and passes are available for sale online at: www.wmata.com/fares/purchase/store/**

IMPORTANT things to know when riding the Metro

- When using escalators, remember to **walk on the left, stand on the right**.
- Do **not** lean on or hold open doors. This can cause the train to stop working.
- Let people get off the train or bus before boarding.



DC Circulator

www.dccirculator.com

- The DC Circulator buses run every 10 minutes, beginning as early as 6:00 am; fare is \$1.00 in exact change.
- The yellow (Georgetown-Union Station) and blue lines (Union Station-Navy Yard Metro) are the closest lines to take to travel to GPO.
- Refer to the Web site for maps, routes, and schedules.

METRORAIL MAP FOR WASHINGTON, DC



Need a map?

- Print color maps are available at all Metro stations
- Online at <http://www.wmata.com/rail/maps/map.cfm> (also has Google Map overlay)
- Check your smartphone apps for DC Metro map options

LUNCH OPPORTUNITIES

GPO Cafeteria (on site)

8th floor of main building (see map on p.4)

Hot foods, deli, grill, pizza, salad bar, convenience food, and drinks

Credit/Debit cards accepted for purchases over \$2.49

Au Bon Pain

800 N. Capitol Street, NW- across H Street from GPO

Bakery, soups, salads, sandwiches, convenience foods

Lucky's Cafe

777 N. Capitol Street, NE (across N. Capitol Street from GPO)

Take out hot foods, sandwiches, grill, convenience foods

Cash only

Subway

800 N. Capitol Street, NW (across H Street from GPO)

Union Station

Food court, sit-down, and fast food restaurants such as Chipotle, McDonald's, Potbelly, Taco Bell, etc.

www.unionstationdc.com/Restaurants

