

# 106 Essentials Course: Washington, DC

**“The Section 106 Essentials” course will be held on Tuesday and Wednesday, March 6-7, 2018**

**Registration:** Payment may be made by on-line credit card registration or by check or SF 182. Go to: <http://www.achp.gov/106essentials.html> to register.

**Course Location and Accommodations:** The course will take place in Room 337 on the third floor of the National Building Museum, 401 F Street NW, Washington DC 20001.

*The Section 106 Essentials* course runs from 9:00 a.m. to approximately 5:00 p.m., with registration at 8:30 a.m. **Please note:** The National Building Museum opens at 8:30 a.m. If you arrive before this time, you may use the entrance which is off the parking lot on the 4th Street side of the building and will have to show an ID and sign in.

**Hotel Accommodations:** For out of town attendees, we have contracted with the Phoenix Park Hotel, 520 North Capitol Street, NW, Washington, DC 20001 ([www.phoenixparkhotel.com/](http://www.phoenixparkhotel.com/)) for a limited block of sleeping rooms for Monday - Wednesday, March 5-7 at the government rate of \$242 for a single occupancy plus applicable state and local tax. It is recommended that you make your reservations early, as the rooms are likely to sell out. **Reservations must be made by January 22, 2018.** To reserve your room, call 855-371-6824 and use the Group Code: 21658 or Advisory Council on Historic Preservation, or online by visiting <https://reservations.travelclick.com/75979?groupID=2011169> and entering the Group Code 21658 to obtain the Group rate.

**Local Information:** The Phoenix Park is on the list of Historic Hotels of America. The hotel is centrally located just one block from Union Station and within walking distance to many Washington, DC attractions including the U.S. Capitol, Smithsonian National Air and Space Museum, Smithsonian Castle, Washington Monument and many more along the National Mall. The Hotel is a 13 minute walk to the National Building Museum. See below for information for taking the Metro from the Hotel to the NBM.

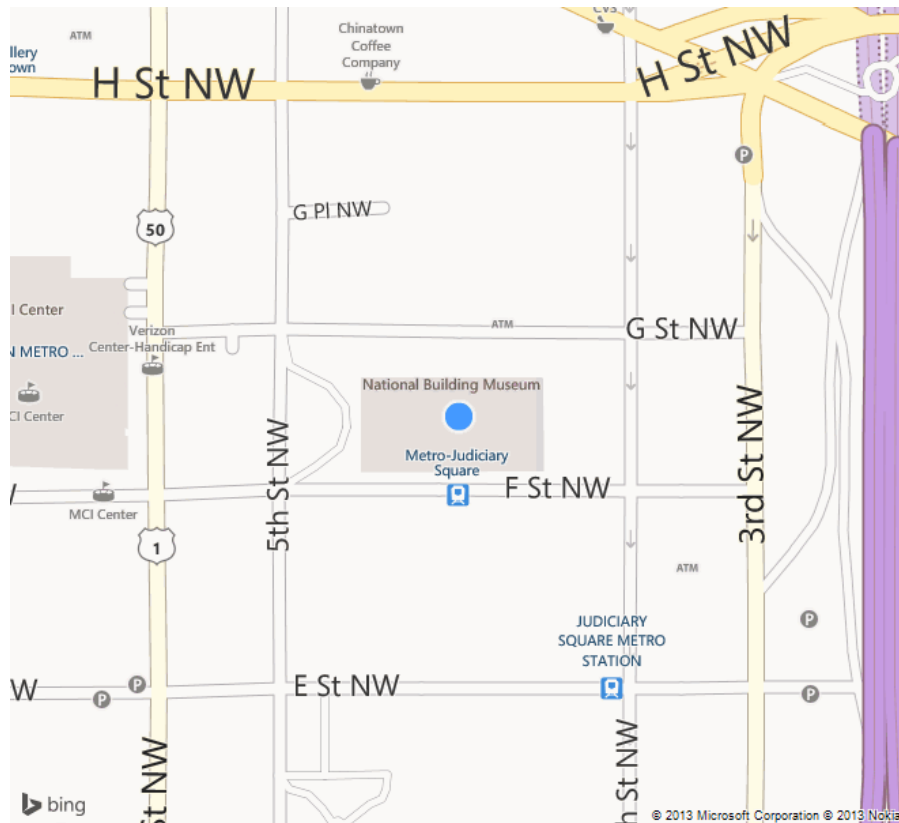
## Traveling to Washington, DC:

- **Ronald Reagan National Airport (DCA)** 703-417-8000 | [metwashairports.com](http://metwashairports.com) – Approximately 10 minutes and 8 miles from Downtown Washington.

### Ground transportation:

- Metrorail system from National Airport – [www.wmata.com](http://www.wmata.com).
- Taxicab fare - approximately \$15.00 - \$18.00 one-way.
- Super Shuttle you must call for rates and reservation 1-800-258-3826 or, log onto [www.supershuttle.com](http://www.supershuttle.com). Reservations are not needed from airport; however they are required for hotel pick-up.

**Public Transportation:** The Washington Metropolitan Area Transportation Authority (Metro) system is a very economical and accessible way to travel via rail and bus in the DC Area. From the Hotel, the closest Metrorail stations are the McPherson Square Station (0.25 mi) on the Orange and Blue Lines, the Farragut North Station (0.51 mi) on the Red Line. The National Building Museum is across the street from the Judiciary Square metro stop. Take the F street exit. The red line serves this stop. Log onto [www.wmata.com](http://www.wmata.com) and use the Trip planner for your travel needs. Note: Parking is not available at the National Building Museum.



**Local Information:** Whether you're new to DC or not, if you have some extra time, you might want to check out [a list of 100 free and nearly free things to do while you're here](#) including free theatre and music performances, plus things you won't want to miss.

**Registration:** Registration will be located in the conference room on Tuesday, March 6 at 8:30 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

**Schedule:** *The Section 106 Essentials* course runs from 9:00 a.m. to approximately 5:00 p.m. each day. Short breaks will be given in the morning and afternoon with a longer break for lunch.

**Meals:** Light morning fare and an afternoon snack are provided each day. The cost of this food is included in your registration fee. All other meals are on your own.

**Attire for Training Course:** Attire for the course is casual. Also, please keep in mind that hotel meeting rooms tend to be cool, so plan to bring a sweater or jacket.

**Cancellations:** Registrants who cancel at least 14 days prior to the start of the course will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

**Questions:** If you have any questions about logistics or the course, please contact the senior meeting and events manager at [training@achp.gov](mailto:training@achp.gov) or 202-517-0202.

**We have a great training course planned for you and look forward to seeing you there!**