



Location: Washington DC

Our meeting venue and lodging will be at the **Doubletree by Hilton Washington DC- Crystal City**

Hotel address: 300 Army Navy Drive, Arlington VA 22202

Ph: (703) 416-4100

Leadership Circle Profile Certification: February 27 – March 1, 2018

Collective Leadership Certification: March 2, 2018

Our meeting will be held in the **Potomac View** Room. Breakfast will be available from 7:30 – 8:30 am.

Day 1 (Tuesday)	Breakfast: 7:30 am	Meeting: 8:30 am – 5:30 pm	Dinner on your own
Day 2 (Wednesday)	Breakfast: 7:30 am	Meeting: 8:30 am – 5:30 pm	Group Dinner
Day 3 (Thursday)	Breakfast: 7:30 am	Meeting: 8:30 am – 4:00 pm	End Session
Day 4 (Friday)	Breakfast: 7:30 am	Meeting: 8:30 am – 4:30 pm	End Session

Lodging

For room reservations, you can contact Doubletree by Hilton, (703) 416-4100. The discounted rate is \$189 + tax. Be sure to ask for **The Leadership Circle rate** and make sure you reserve your room by **January 27th** to ensure availability.

Transportation

- 5 minute drive from Reagan National Airport
- Complimentary Shuttle to and from Reagan National Airport
- Parking: Valet- \$38, Self-parking- \$34

Meals

Continental breakfast, lunch and snacks will be provided. On Wednesday, we will have a special group dinner for those who would like to attend. If you have any allergies or dietary restrictions, please let Nicole Oxborrow know so appropriate arrangements can be made (see contact information below).

Dress

The official dress code? Business Casual and Comfortable!

Questions?

We look forward to seeing you in DC! In the meantime, if you have logistical questions, please contact Nicole Oxborrow at (385) 321-2233 or email: nicole@theleadershipcircle.com. For any other questions, you can contact Elizabeth Bland at (419) 699-9580 or email: elizabeth@theleadershipcircle.com.

