

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: December 4 - 6, 2018

Leadership Culture Survey Certification: December 7, 2018

The meeting will be in the **Monument View Room**. Breakfast will be available at 7:45 am.

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|-------------------|--------------------|----------------------------|--------------------|
| Day 1 (Tuesday) | Breakfast: 7:45 am | Meeting: 8:30 am – 5:30 pm | Dinner on your own |
| Day 2 (Wednesday) | Breakfast: 7:45 am | Meeting: 8:30 am – 5:30 pm | Group Dinner |
| Day 3 (Thursday) | Breakfast: 7:45 am | Meeting: 8:30 am – 4:00 pm | End Session |
| Day 4 (Friday) | Breakfast: 7:45 am | Meeting: 8:30 am – 4:30 pm | End Session |

Lodging

For reservations at Doubletree by Hilton Washington DC , please call (703) 416-4100. Be sure to ask for the Leadership Circle rate (\$189 + tax). Reserve your room by **November 3** to ensure availability and to receive the discounted rate.

Transportation

- Complimentary shuttle service to and from Reagan National Airport (DCA) from 5:00 a.m. - 12:00 a.m. daily
- Complimentary shuttle service to the Pentagon City Metro Station seven days per week, located just 3 blocks from the hotel
- Discounted self- parking rate of \$13; Valet- \$38

Meals

Continental breakfast, lunch and snacks will be provided. If you have any allergies or dietary restrictions, please let Nicole Oxborrow know by **December 1** 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 any questions regarding logistics, please contact Nicole at nicole@theleadershipcircle.com or (385) 321-2233. For additional questions, please contact courtney@theleadershipcircle.com.

