

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 26 - 28, 2019

Leadership Culture Survey Certification: March 1, 2019

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

| | | | |
|-------------------|--------------------|----------------------------|----------------------|
| 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 | Social/Dinner on own |
| 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 (\$201 + tax), or use the link: <https://book.passkey.com/e/49843996> . Reserve your room by **January 25** 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. On Wednesday, we will have a social gathering with drinks and hors d'oeuvres. If you have any allergies or dietary restrictions, please let Nicole Oxborrow know by **February 15** 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 (435) 659-2166. For additional questions, please contact Amber at amber@theleadershipcircle.com or (801) 663-7173 ext. 135. .

