

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: JUNE 4 - 6, 2019**LEADERSHIP CULTURE SURVEY CERTIFICATION: JUNE 7, 2019**

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

Day 1 (Tues.) Meeting: 8:30 am – 5:30 pm Day 3 (Thur.) Meeting: 8:30 am – 4:00 pm End

Day 2 (Wed.) Meeting: 8:30 am – 5:30 pm Day 4 (Fri.) Meeting: 8:30 am – 4:30 pm End

LODGING

We have secured a limited number of rooms at a discount of \$259+tax. For reservations at Doubletree by Hilton Washington DC, please call (703) 416-4100 and or go to the DoubleTree Crystal City website and select special rate/corporate rate for your groups discount. Client Name is **THE LEADERSHIP CIRCLE** and Client ID is **0002839859**. Reserve your room by **May 4** to ensure availability and to receive the discounted rate.

TRANSPORTATION

- Complimentary shuttle service to and from Reagan National Airport (DCA) from 5 a.m. - 12 a.m. daily
- Complimentary shuttle service to the Pentagon City Metro Station seven days per week, located just 3 blocks from the hotel
- A discounted rate of \$19.00 has been established for self-parking only.; Valet- \$46

MEALS

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 **May 20** so appropriate arrangements can be made. See contact information below.

DRESS

The official dress code? Business Casual and Comfortable!

CERTIFICATION PRICING (<i>Lodging not included</i>)	USA	CANADA
Early Bird	\$4195	\$3795
Regular	\$4395	\$3995
Last Minute	\$4595	\$4195
Deposit	\$395	\$395
Retake	\$1995	\$1995

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 all other questions, please contact Jared at jared@theleadershipcircle.com or (801) 663-7173, x 0.