

Frequently Asked Questions

Baggage check

You are responsible for the cost associated with checking your baggage. Please be sure you consult with your airline carrier to find out the price and weight for each checked bag.

Transportation to/from airport

You are responsible for your transportation to/from the airport. The hotel does not have an airport shuttle bus. You may take a cab or use a shared shuttle bus company. Visit <http://www.metwashairports.com/reagan/1179.htm> for ground transportation options. Try to make your arrangements prior to your departure. Cab fare runs about \$40-\$60.00 from the airport to the hotel. There are several shared shuttle bus companies listed below that offer round trip services for under \$50.00 without gratuity and DC cab fare rates without gratuity.

Hotel

During your stay, you will be staying at the Virginian Suites Arlington on 1500 Arlington Blvd, Arlington, VA 22209. This is a smoke free apartment style hotel with a full kitchen in each room and wireless internet throughout the building. Hot breakfast is served daily in a buffet-style; also the hotel offers a 24-hour fitness center and sauna. There is also a free shuttle that takes guest to the METRO and back. Any additional charges to the room, such as room service, room phone usage, and laundry service will your responsibility. For more information, please visit <http://www.virginiansuites.com/>

Per Diems

Your Washington DC per diem is \$36.00 per day which will be sent to you in a lump-sum check to your home address from the Institute for Broadening Participation prior to the meeting. This includes a \$7.00 allowance for breakfast, \$12 allowance for lunch, \$17.00 allowance for dinner. The values are calculated from the average daily Washington, DC meal per diem minus the program provided meals for each day you are here. It will be up to you to reserve these funds for your per diems (meals on your own) while in Washington, D.C. Therefore, it is your responsibility to budget the money wisely and keep it in a safe place.

Upon Arrival to DC

Once you touch down in DC, get your checked luggage, proceed to the transportation area, and arrive at the hotel, you can check in at the front desk Virginian Suites by referencing your name and that you are there as part of the *MS PHD'S* group. You will be checked in and assigned to your room. Please refer to the agenda for activities on Saturday and join the activity that closely matches your arrival time.

Roommates

You will be sharing your suite with other members of the program. Please be respectful of your roommates study and sleeping habits as well as their personal space.

Dress Code

It is imperative to dress appropriately at each function on the itinerary because the way you dress is often a visual and symbolic representation of you and the program. Keep in mind that there will be a lot of walking; therefore try to wear comfortable shoes that compliment your professional attire. Please note that our visit to NASA is followed by our visit to Howard University Beltsville Research Facility. You will be outdoors and walking while at Howard so you may want to bring dark, professional jeans and sneakers that you can change into during lunch after the NASA presentations.

Agenda

The agenda is design to enhance your professional experience, and is necessary in order to provide students with as many networking opportunities as possible. Therefore, keep in mind that to be early is

to be on time, to be on time is to be late, and to be late is not an option. Thoroughly review the agenda and adjust your schedule accordingly.

Transportation (Bus vs. Metro)

Travel plans for each activity will be outlined with your Phase III agenda. Please see a Program Mentor, Dream Team Member, or Staff Member with any questions. Please be on time!!

Recipes

Recipes, a list of ingredients and cooking utensils for the MSPHD'S Multi-cultural Food Festival must be turned in by the stated deadline. They must be emailed to pdp@msphds.org by the stated deadline. Make sure you include the name of your recipe, a list of ingredients for our shopping list, the cultural origin of your dish, whether your recipe is an appetizer, entrée (type of meat or vegetarian), dessert, or a side dish. Also include the serving size and if applicable, spicy, medium, or mild.

Posters

Please send your poster to pdp@msphd.org by the stated deadline or make arrangements to print and bring your poster with you. There will not be an opportunity for you print your poster in D.C. We are inviting representatives from government agencies (NSF, NOAA, NASA, and USGS), IBP board members, organizational partners and other outside contacts to view the posters so be well prepared. Please refer to the website for detailed instructions on preparing your poster.

Oral presentations

A five minute self-introduction presentation is required for all participants. This presentation should be an update from your presentation on Phase I in 2009. Presentations will be evaluated by your peers, staff, dream team, program mentors and our invited attendees.

Capitol Hill Protocol

Please refer to the website for detailed information and instructions on the Capitol Hill visit. Prior to our visit, we will have an orientation in-house facilitated by Dr. Vivian Williamson Whitney.

Leisure time

Leisure time is only to be scheduled outside of your *MSPHD'S* agenda. You are expected to participate in all activities as outlined in the phase agenda. Please govern yourselves accordingly.

Lodging and Transportation Booking

All tickets will be ticketed electronically. Your final itinerary once ticketed should have an airline reservation number, your seat assignment and an electronic ticket number. Please print itinerary and bring to airport check-in with appropriate travel documents (i.e., government issued ID, passport, etc.)

MS PHD'S funds only round-trip tickets. Requests for multi-city travel may result in additional fees for which you will be responsible.