hhmi | Howard Hughes
Medical Institute

2023 SEA FACULTY MEETING LOGISTICS

BEFORE TRAVELLING:

- COVID TESTING: You are not required to test for COVID prior to your travels. However, if you are experiencing any symptoms, please take a PCR or rapid antigen test and notify us if you test positive *before* you travel.

- SPECIFIC ITEMS TO PACK:
  - The dress code for all events is casual, comfortable clothing and shoes. Note that meeting rooms can be cold, so a light sweater or jacket is recommended. There are fitness facilities available for use at HHMI Headquarters as well as the meeting hotel.
  - Laptop or tablet:
    - Please bring your computer, ideally one with **DNAMaster** up and running.
    - To participate in Review-to-Improve sessions, you will need to bring the version of the minimal **file.dnam5 that you submitted for QC**. Note that these are no longer available on phagesDB.
    - Those unfamiliar with this software or files mentioned above do not need to worry about the software/file requirements. Do, however, bring a computer.

- CHECK YOUR ASSIGNED LODGING: You are either assigned lodging at HHMI HQ or Bethesda Marriott. You can find this information in you registration confirmation email. Your travel plans upon arrival will depend on your assigned lodging.

UPON ARRIVAL:

- WHERE TO GO FIRST UPON ARRIVAL:
  - For those assigned lodging at HHMI HQ, head directly to HHMI HQ.
  - For those assigned lodging at the Bethesda Marriott, head directly to the hotel.
    NOTE: The last shuttle from the Bethesda Marriott to HHMI HQ will leave at 5.30 PM (see below for a full shuttle schedule). If you will not arrive at the hotel to catch the last shuttle, then head directly to HHMI HQ instead. You can check-in at the hotel after the end of activities for the day.

- GROUND TRANSPORTATION
  - If flying into Reagan National, Dulles, or BWI Airports or taking a train into Union Station: You'll be required to take a taxicab or a rideshare service (e.g., Uber or Lyft) to your assigned lodging . Plan for approximately one hour for this trip and a fare of approximately $70-$120. This fare is a reimbursable expense.
  - If driving:
    - To the Bethesda Marriott Hotel: If staying at the hotel, drive to the hotel. Leave your car at the hotel for the duration of the meeting (and use the shuttle service to HHMI HQ) *except on June 5*. On the morning of June 5 , drive your car to HHMI Headquarters so you can depart directly after the meeting.
    - To HHMI Headquarters: Drive to the main entrance on Platt Ridge Road. You will turn at the traffic light from Jones Bridge Road. The attendant at the gate will direct you where to park. If you arrive at an hour when an attendant is not at the gate, please ring the bell at the gate, and security will provide guidance.

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THROUGHOUT THE MEETING

There are activities scheduled for the entire workshop, and you are expected to be present throughout. A general overview of the schedule can be found here.

- ACCOMMODATIONS:
  Consult your registration confirmation email to determine where your lodging will be. All meeting participants will stay either at:
  - Bethesda Marriott 5151 Pooks Hill Road, Bethesda, Maryland 20814 USA
    Tel: +1 301-897-9400
    https://www.marriott.com/en-us/hotels/wasbt-bethesda-marriott/overview/
  - Howard Hughes Medical Institute's Headquarters Campus 4000 Jones Bridge Road, Chevy Chase, Maryland 20815 USA
    Tel: +1 301-215-8500
- MEALS:
  Meals are provided for the duration of the workshop, beginning with a 5PM reception on Friday until lunch on Monday.

CONTACTS & PHONE NUMBERS:

HHMI Conference Center: +1 301-215-8700; hqconfsvcs@hhmi.org
Bethesda Marriott Hotel: +1 301-897-8400
https://www.marriott.com/en-gb/hotels/travel/wasbt-bethesda-marriott/
HHMI Security: +1 301-215-8990
HHMI Travel Services: +1 301-215-8747 [Monday through Friday, from 8:30 a.m. to 5:30 p.m. ET]

HOTEL SHUTTLE SCHEDULE:

Friday, June 2 –
Shuttle Departs Hotel for HHMI HQ at 4:00 PM.
The Final Shuttle from the hotel to HQ will run at 5:30 PM.
Shuttle returns to the hotel from HHMI HQ at 9:00 PM.
The final shuttle will run at 10:45 PM.

Saturday, June 3 and Sunday, June 4 –
HHMI Shuttle Departs Hotel at 7:30 AM.
The Final Shuttle from the hotel to HQ will run at 8:30 AM.
Shuttle returns to the hotel from HHMI HQ at 9:00 PM.
The final shuttle will run at 10:45 PM.

Monday, June 5 – BRING YOUR LUGGAGE WITH YOU.
The HHMI Shuttle Departs the Hotel at 7:30 AM.
The Final Shuttle from the hotel to HQ will run at 8:45 AM.
Transportation leaving HHMI to airports, train stations and other locations will begin at 1:00 PM

ADDITIONAL DETAILS:

Additional details related to the workshop will be posted on the program website:
https://seaphages.org/meetings/73/