

2024 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.
 - Those unfamiliar with this software 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 Hyatt Regency Bethesda. You can find this information in your 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 Hyatt Regency Bethesda Marriott, head directly to the hotel. NOTE: The last shuttle from the Hotel to HHMI HQ will leave at 6.00 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 Hyatt Regency Bethesda 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 10. On the morning of June 10, 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](#).

o ACCOMMODATIONS:

Consult your registration confirmation email to determine where your lodging will be. All meeting participants will stay either at:

- o Hyatt Regency Bethesda One Bethesda Metro Center, 7400 Wisconsin Ave, Bethesda, MD 20814 USA Tel: +1 301 657 1234
<https://www.hyatt.com/hyatt-regency/en-US/bethe-hyatt-regency-bethesda>
- o Howard Hughes Medical Institute's Headquarters Campus 4000 Jones Bridge Road, Chevy Chase, Maryland 20815 USA Tel: +1 301-215-8500

o MEALS:

Meals are provided for the duration of the workshop, beginning with the reception on Friday, June 7 until lunch on Monday, June 10.

CONTACTS & PHONE NUMBERS:

HHMI Conference Center: +1 301-215-8700; hqconfsvcs@hhmi.org

Hyatt Regency Bethesda: One Bethesda Metro Center, 7400 Wisconsin Ave, Bethesda, MD 20814 USA Tel: +1 301 657 1234

<https://www.hyatt.com/hyatt-regency/en-US/bethe-hyatt-regency-bethesda>

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 7 – Drive your car to the hotel if you are assigned to the hotel and are driving.

Shuttle Departs Hotel for HHMI HQ at 4:00 PM.

The Final Shuttle from the hotel to HQ will run at 6:00 PM.

Shuttle returns to the hotel from HHMI HQ at 9:00 PM.

The final shuttle will run at 10:45 PM.

Saturday, June 8 and Sunday, June 9 –

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 10 – BRING YOUR LUGGAGE WITH YOU. Drive your car to HHMI HQ if you drove to the hotel.

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/78/>