

20th Stop TB Coordinating Board Meeting 31 March -1 April 2011 Doc. 1.11-0.3 Practical Information

MEETING VENUE

RENAISSANCE-MARIOTT DUPONT CIRCLE HOTEL 1143 New Hampshire Avenue NW · Washington, District Of Columbia 20037 United States of America

HTTP://WWW.MARRIOTT.COM/HOTELS/TRAVEL/WASRW-RENAISSANCE-WASHINGTON-DC-DUPONT-CIRCLE-HOTEL/

DATE: Thursday, 31 March 2011 - Friday 1 April 2011

REGISTRATION

Please register your participation at the 20th Stop TB Partnership Coordinating Board meeting by completing the registration form received with your letter of invitation and returning it to Winnie de Guzman (<u>deguzmanw@who.int</u>).

Please ensure that the Stop TB Partnership Secretariat is aware of your arrival and departure details, as well as your hotel accommodation arrangements.

Please notify Winnie de Guzman (<u>deguzmanw@who.int</u>) of any changes to your details as soon as they are known.

VISA REQUIREMENTS

We encourage participants to please obtain a visa from the respective US embassy/consulate office in your locality as soon as possible.

Hotel Accommodation

Please note that a block reservation for 40 rooms for participants of the 20th Stop TB Partnership Coordinating Board Meeting has been made at the:

RENAISSANCE - MARRIOTT HOTEL WASHINGTON, DC DUPONT CIRCLE HOTEL 1143 New HAMPSHIRE AVENUE NW · WASHINGTON DISTRICT OF COLUMBIA 20037 USA

Reservation will be on a first-come first served basis.

The negotiated rate is 211 USD per night plus taxes.

In order to benefit from this block-booking, kindly reserve a room <u>before</u> the cutt-off date of **Wednesday 9 March 2011** either through the special website or the special phone numbers as listed below.

(a) To preview the website, please click the following link:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=3318792

(b) To make a reservation by phone, please use the following dedicated Group Reservations phone numbers:



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Reservations Toll Free: 1-800-266-9432 Reservations Local Phone: 1-506-474-2009

It would be appreciated if participants could also inform the Secretariat as soon as confirmed booking is made.

Airport transportation

The cost of a one-way taxi ride from Dulles International Airport to the Renaissance Marriott Dupont Circle Hotel is approximately US\$70.

There is also a shuttle facility called Super Shuttle. The Super Shuttle service can be contacted at telephone number is 1-800-258-3826 or www.supershuttle.com

Financial matters

The United States currency is the US Dollars.

Credit cards are accepted in many parts of the United States and most banks offer ATMs.

Communication/power

The telephone country code for Washington, DC, USA is: + 1 - 202. The USA uses 120V/60HZ. For more information, please visit <u>http://www.kropla.com/electric2.htm</u> Participants are encouraged to bring a suitable adaptor if needed for personal use.

Climate/attire

The weather can be sunny skies one minute, rain the next. The temperature can be moderate and then all of the sudden take a dip, making it quite chilly. Towards the end of March, the famous cherry blossom trees will start blooming.

Meeting organization

You will receive a meeting folder on the morning of Thursday 31 March when you register. Electronic copies of documents will be posted on the Stop TB Partnership web site in advance of the meeting <u>before</u> 14 March 2011 at: <u>http://www.stoptb.org/cb/meetings/</u>.

For further information, please feel free to get in touch with the organizers. The team will happily assist you with your requests, wishes and needs.

For any assistance with the meeting arrangements, please do not hesitate to contact the meeting organizers/secretariat:

Annemieke Brands	+4122 791 3463 (office) +4179 621 5374 (mobile)	email: brandsa@who.int
Winnie de Guzman	+41 22 7914937 (office) + 41 79 249 3519 (mobile)	email: deguzmanw@who.int



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Note:

- 1) While in the meeting rooms, participants should switch off their cellular phones as they might cause interference with the sound system.
- 2) Participants should take the utmost precautions with all their personal property. The Secretariat will not be responsible for the loss of personal objects left unattended at the meeting and hotel premises.

We wish you a productive & happy stay in Washington, D.C.!