

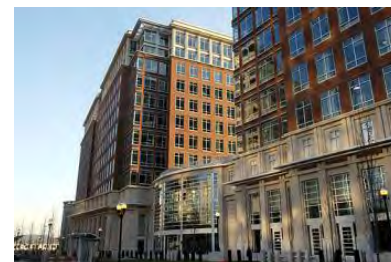


## Information and Resources Management Training Meeting November 13 - 16, 2012

### Schedule of Events

The Information and Resources Management (IaRM) Training Meeting is scheduled for Tuesday, November 13 – Friday, November 16, 2012, at the EPA Potomac Yard in Arlington, Virginia. All attendees should enter the EPA Potomac Yard Building through the South Entrance (directly across the street from the Hyatt Regency hotel).

U.S. EPA Potomac Yard Building is located at  
1 Potomac Yard South  
2777 Crystal Drive  
Arlington, Virginia 22202  
[http://www.epa.gov/oaintrnt/facilities/hq\\_nova.htm](http://www.epa.gov/oaintrnt/facilities/hq_nova.htm)



To register for the training meeting, visit [www.trainex.org/iarml](http://www.trainex.org/iarml).

If you have questions about the training meeting, contact Jennifer Hovis, EPA OSRTI, at [hovis.jennifer@epa.gov](mailto:hovis.jennifer@epa.gov).

**Please note:** The training will be held at the U.S. EPA Potomac Yard building in Arlington, Virginia; a sleeping room block is set up at the Holiday Inn National Airport in Arlington, Virginia. The Holiday Inn is located within walking distance at approximately 1½ blocks away. The nearest airport is the Ronald Reagan Washington National Airport (DCA), approximately 1.5 miles away.

### Holiday Inn National Airport Hotel

Holiday Inn National Airport Hotel  
2650 Jefferson Davis Highway  
Arlington, Virginia 22202 (Washington, D.C. Metro area)  
Phone: (703) 684-7200  
[www.hinationalairport.com](http://www.hinationalairport.com)

A limited block of rooms has been reserved at the Holiday Inn in Arlington, Virginia. The lodging rate is \$129.00 per night plus 10.25 percent sales tax. (Please note the rate is \$54 below the Federal Per Diem for Lodging for November in the Washington, DC metro area). Reservations at the training meeting's room rate are subject to availability and need to be made **before October 26, 2012**, to receive the government rate.

To reserve your room online visit  
<http://www.holidayinn.com/hotels/us/en/arlington/wasdc/hoteldetail?groupCode=EPA>

To make your sleeping room reservation by telephone, call (800) 465-4329 and request the “**ENVIRONMENTAL PROTECTION AGENCY**” room block. Reservations at the Holiday Inn must be confirmed with a credit card.

You are responsible for cancelling your hotel reservation if you cannot attend. The Holiday Inn requires a notice of cancellation by 6:00 p.m. Eastern Time on the day of your arrival. If you fail to provide notice, one night's lodging and tax will be charged to your credit card.

Hotel check-in begins after 4:00 p.m. and check-out time is at 12:00 p.m.

Your sleeping room reservation rate made under the EPA IaRM room block includes:

- Complimentary breakfast voucher each day at the National Diner
- Complimentary Holiday Inn shuttle from and to DCA
- Complimentary WiFi in your sleeping room

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## What to Pack for the Arlington Area

Dress is casual for Arlington weather. Temperatures range from 36°F at night to 58°F plus during the day. Please be advised that the temperatures in the training room do not reflect temperatures outside. Be sure to pack a light jacket or sweater to wear while you attend the IaRM meeting.

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## Dining and Entertainment

The Holiday Inn offers several onsite restaurants:

- ❖ The National Diner serves breakfast, lunch, and dinner.
- ❖ O'Malley's Pub is open daily and features sports programming.
- ❖ Room service is available. Please ask the front desk for times.

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## Health, Fitness, and Recreation

The Holiday Inn offers a complimentary 24-hour fitness center.

Jogging trails also are available near the hotel.

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## Travel Information

The Arlington area is served by DCA and Washington Dulles International Airport (IAD). DCA is located approximately 1.5 miles from the Arlington neighborhood. IAD is located approximately 30 miles from the Arlington neighborhood. Additional information for both DCA and IAD is available at [www.metwashingtonairports.com/](http://www.metwashingtonairports.com/).

Arlington, Virginia is located in the Eastern Time Zone.



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## Ground Transportation

The Metro rail system provides access to Crystal City, Arlington, and the Washington D.C. Metro area. Metro's rail system opens at 5:00 a.m. Monday - Friday and 7:00 a.m. on weekends. The rail system closes at 12:00 a.m. Sunday through Thursday and 3:00 a.m. Friday and Saturday. Trains run approximately every 10 minutes on weekdays and approximately every 15 minutes after 9:00 p.m. daily, Saturdays, Sundays, and holidays. Fares range from \$1.45 to \$4.60 one-way, depending on your arrival and departure stations and the time you ride the train.

You may purchase a SmarTrip® card online, at any Metro sales office, retail outlets, or commuter stores. SmarTrip® cards also may be purchased through vending machines at stations where parking is available. The SmarTrip® card is a permanent rechargeable farecard and like a credit card, is embedded with a special computer chip that keeps track of the value of the card. Purchasing a SmarTrip® card allows you to add value to your card and not have to recharge your card each time you want to ride the Metro. SmarTrip® cards or individual tickets need to be purchased before boarding the train.

The Holiday Inn is accessible by Metro. A map of the Metro rail is located on the last page of this information sheet and additional information about Metro rail is available at [www.wmata.com/index.cfm](http://www.wmata.com/index.cfm).

### Directions from DCA to the Holiday Inn using Metro:

- ❖ Take the Blue or Yellow line to the Crystal City station; take the escalators from the station to the street level
- ❖ At the top of the escalators, turn to the left toward the brown Metro sign
- ❖ Holiday Inn shuttle stops at the corner (look for the White/Red shuttle sign) every 30 minutes. You also may call the hotel directly at (703) 684-7200 to request a pick-up.

### Directions from Union Station (Amtrak) to the Holiday Inn using Metro:

- ❖ Take the Red line toward Shady Grove
- ❖ Exit at the Metro Center station and transfer to the Blue line toward Franconia
- ❖ Exit at the Crystal City station; take the escalators from the station to the street level
- ❖ At the top of the escalators, turn to the left toward the brown Metro sign
- ❖ Holiday Inn shuttles stop at the corner (look for the White/Red shuttle sign) every 30 minutes. You may also call the hotel directly at (703) 684-7200 to request a pick-up.

Complimentary Holiday Inn shuttle service to and from DCA is available 5:00 a.m. to 12:00 a.m. daily. The shuttle picks up on the hour and at 20 and 40 minutes past the hour at the hotel. For transportation from DCA to the Holiday Inn, use the courtesy phones in the baggage claim area to arrange for a pick-up. Please look for the blue vans with white lettering. Guests also can wait under the Hotel Shuttle signs located at DCA outside of baggage claim.

Washington Flyer provides transportation from IAD to the Holiday Inn. Washington Flyer ticket counters are located on the far ends of the Ground Transportation Level of the Main Terminal. Shuttles operate on an on-demand basis. No reservations are needed for outbound service from the airport. One-way fare between IAD and the Holiday Inn is \$29. Additional information about Washington Flyer is available at [www.washfly.com/flyer\\_ss\\_about.htm](http://www.washfly.com/flyer_ss_about.htm).

Taxi fare between DCA and the Holiday Inn is approximately \$6 each way. Taxi fare between IAD and the Holiday Inn is approximately \$55 each way. Fares do not include gratuity.

Self-parking is available at the Holiday Inn for \$16 per car per day and a daily fee of \$10 per car.

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## Driving Directions to the Holiday Inn National



### From DCA – Approximately 1.32 miles, 3 minutes

- ❖ Exit the airport and proceed toward US-1 South/I-66/Crystal City/Off-Airport Rental Cars
- ❖ Take the Route 1 South exit
- ❖ The Holiday Inn is on the right hand side of the street

### From IAD – Approximately 30 miles, 45 minutes

- ❖ Exit the airport and take the Dulles Toll Road east approximately 16.6 miles to I-66 East
- ❖ Take I-66 East for 7 miles to exit 75 (Route 110 South)
- ❖ Proceed 3 miles, Holiday Inn is on right hand side of the street

### From I-95 North (Richmond, VA)

- ❖ Take I-95 North to I-395 North towards Washington, DC
- ❖ Take Exit 8C (Crystal City/National Airport)
- ❖ Follow signs for US Route 1 South/Jefferson Davis Highway  
The Holiday Inn is on the right hand side of the street

### From I-95 South (New York, Philadelphia, and Baltimore)

- ❖ Take I-95 South towards Washington/Richmond
- ❖ Cross the Woodrow Wilson Bridge into Virginia
- ❖ Take Exit 177B (first exit off the bridge) and follow signs to Route 1 North/Alexandria
- ❖ Follow signs for Crystal City; upon entering Crystal City turn left onto 23rd Street
- ❖ Turn left again onto South Eads Street
- ❖ The Holiday Inn is on the left hand side of the street

### From Maryland and I-270 South

- ❖ Take I-495 South into Virginia
- ❖ Take Exit 43 (George Washington Parkway)
- ❖ Proceed approximately 10 miles south then exit at Reagan National Airport
- ❖ Stay in the right hand lane and follow signs to Crystal City
- ❖ Take the US Route 1 South/Jefferson Davis Highway
- ❖ The Holiday Inn will be on the right hand side of the street

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- ❖ Head South on US-1/Jefferson Davis Highway toward 27th Street South
- ❖ Take 1st left onto 27th Street South
- ❖ Turn left onto Crystal Drive (EPA Potomac Yard South Entrance is directly across from the Hyatt Regency Hotel)

## Area Amenities





# Metro Rail Station Map

