



## April 2018 - Registration Form

### Board of Directors Meeting & Executive Session

**Thursday 04/26/18 & Friday 04/27/18**

Return to [diane.caley@gemre.com](mailto:diane.caley@gemre.com) , or send via fax 202.318.3220.

<b>Participant Name:</b>			
<b>Organization:</b>			
<b>Position:</b>			
<b>Email:</b>		<b>Mobile:</b>	

### Preliminary Meeting Schedule

All meetings will be held in the Glover Park Ballroom on the ground floor. The Board meeting is scheduled for just one full day on Thursday (9:00am to 5:00pm). There will be separate executive session for the Board of Directors only on Friday (9:30am -10:30am), however, the breakfast is open to everyone who would like to participate.

**Please indicate the number attending each of the scheduled functions.**

Date	Function/Event Time	Function/Event	Count #
Wednesday 04/25/18	6:30pm	Arrival Day Group Dinner (The Heights) at our hotel	
Thursday 04/26/18	8:00am to 9:00am	Continental Breakfast (In the meeting room)	
	9:00am to 12:00pm	Board Meeting ♦ Glover Park Ballroom	
	12:00pm to 1:00pm	Buffet Luncheon (Georgetown Banquet Room)	
	1:00pm to 5:00pm	Board Meeting ♦ Glover Park Ballroom	
	6:30pm to 9:30pm	Group Dinner - (Off-Site) Floriana Restaurant	
Friday 04/27/18	7:00am to 8:00am	Continental Breakfast (In the meeting room)	
	8:00am to 10:00am	Executive Session ♦ Glover Park Ballroom	Board of Directors

### Hotel Accommodations & Meeting Location:

The Dupont Circle Hotel ♦ 1500 New Hampshire Avenue, NW ♦ Washington, DC 20036  
202.483.6000

<http://www.thedupontcirclehotel.com>

## Room Block Dates & Rates

**NOTICE:** Please submit completed form by Friday, 3/23/18. Although I have included you in our room block your registration helps to ensure room preference, options for extended availability, and meal contracts. This is especially important if you need a guest room pre or post the group contracted room block dates noted below. The month of April is prime season for the D.C. area. Please note that all reservations must go through me to secure the room block rate.

Room Block Dates :		Guest Room Rate :	
Arrival: 04/25/18 Wednesday Departure: 04/27/18 Friday		\$279.00/night <i>(not including tax)</i>	
Arrival Date:	<input type="text"/>	# of People Per Room:	<input type="text"/>
Departure Date:	<input type="text"/>	Hotel Check-In Time:	3:00 pm
Guest Room Type:	<input type="text"/>	Hotel Check-Out Time:	12:00 pm

## Special Requests

**Early Check In:** Enter your anticipated (Check-In Time) if you would like to request early check-in.  
 (Time will be requested and noted on your reservation, however, we cannot guarantee early check in).

**Dietary Restrictions and/or Other :**

## Meeting Materials

Materials will be posted to the GEM Board Portal and the GEM public site on SharePoint approximately two week prior to the Board meeting.

PDF Only

## Transportation

AIR	GROUND
<p><b>Closest Airport is (DCA)</b></p> <p><b>Reagan National Airport (DCA)</b>                      Distance from Hotel: ~6 Miles                      Travel Time: ~15 minutes</p> <p><b>Baltimore Washington International Airport (BWI)</b>                      Distance from Hotel: ~33 Miles                      Travel Time: ~45 Minutes</p> <p><b>Washington Dulles International Airport (IAD)</b>                      Distance from Hotel: ~27 Miles                      Travel Time: ~35 minutes</p>	<p style="text-align: center;"><b>Airport to/from Hotel</b></p> <p><u>Dupont Metro:</u> (DCA) Red Line</p> <p><u>Super Shuttle:</u> 1800-258-3826  <a href="http://www.supershuttle.com">www.supershuttle.com</a></p> <p><u>Taxi</u>  <a href="http://airportdullestaxi.com/">http://airportdullestaxi.com/</a>  <a href="http://www.bwiairporttaxi.com/">http://www.bwiairporttaxi.com/</a></p> <p>(IAD) Dulles Airport  <a href="http://www.metwashairports.com/dulles/793.htm">http://www.metwashairports.com/dulles/793.htm</a></p>

## Guest Comment