



INNOVATION LAB FOR FOOD SECURITY POLICY

Washington D.C. | March 5-6, 2019

REFLECTION WORKSHOP

Toward Inclusive & Sustainable
Food System Transformation

Global FSP Innovation Lab Researchers Meeting and Closeout Conference
March 5-6, 2019
Ronald Regan Building and International Trade Center, Washington DC

LOGISTICAL INFORMATION

Contents

Venue	2
Accommodations	2
Directions to The Hamilton Hotel.....	2
Directions to the RRB-ITC from The Hamilton Hotel	2
Security and Building Access in the RRB-ITC:	4
Meals	4
Per Diems and Reimbursable Expenses for IFPRI and University of Pretoria Participants	4
Questions	4



Venue

The meeting will be held in rooms Meridian E of the **Ronald Regan Building and International Trade Center (RRB-ITC)**, 1300 Pennsylvania Avenue, NW. Washington, DC 20004

Accommodations

Michigan State University (MSU), International Food Policy Research Institute (IFPRI) and University of Pretoria participants from outside of DC will be accommodated at:

The Hamilton Hotel

1001 14th Street NW, Washington, D.C. 20005

Tel: (202) 682-0111. Fax: (202) 682-3801

<https://www.hamiltonhoteldc.com/>.

Charges for your room are placed on a master account to be paid directly by MSU. You will be responsible for additional nights beyond the nights of March 3 (international travelers), 4, 5, and 6 as well as incidental expenses such as phone, fax, minibar, room service, laundry, and alcohol. These charges will be placed on your individual account and you will need to pay the hotel directly upon checkout.

Please note that each guest will be required to present a credit card at check in to settle individual charges not covered by MSU. An authorization for anticipated charges will be taken on this credit card upon arrival.

The hotel offers complimentary Wi-Fi for all hotel guests. Access information will be provided at check-in. Check-in time is 4:00pm; check-out time is 11:00pm.

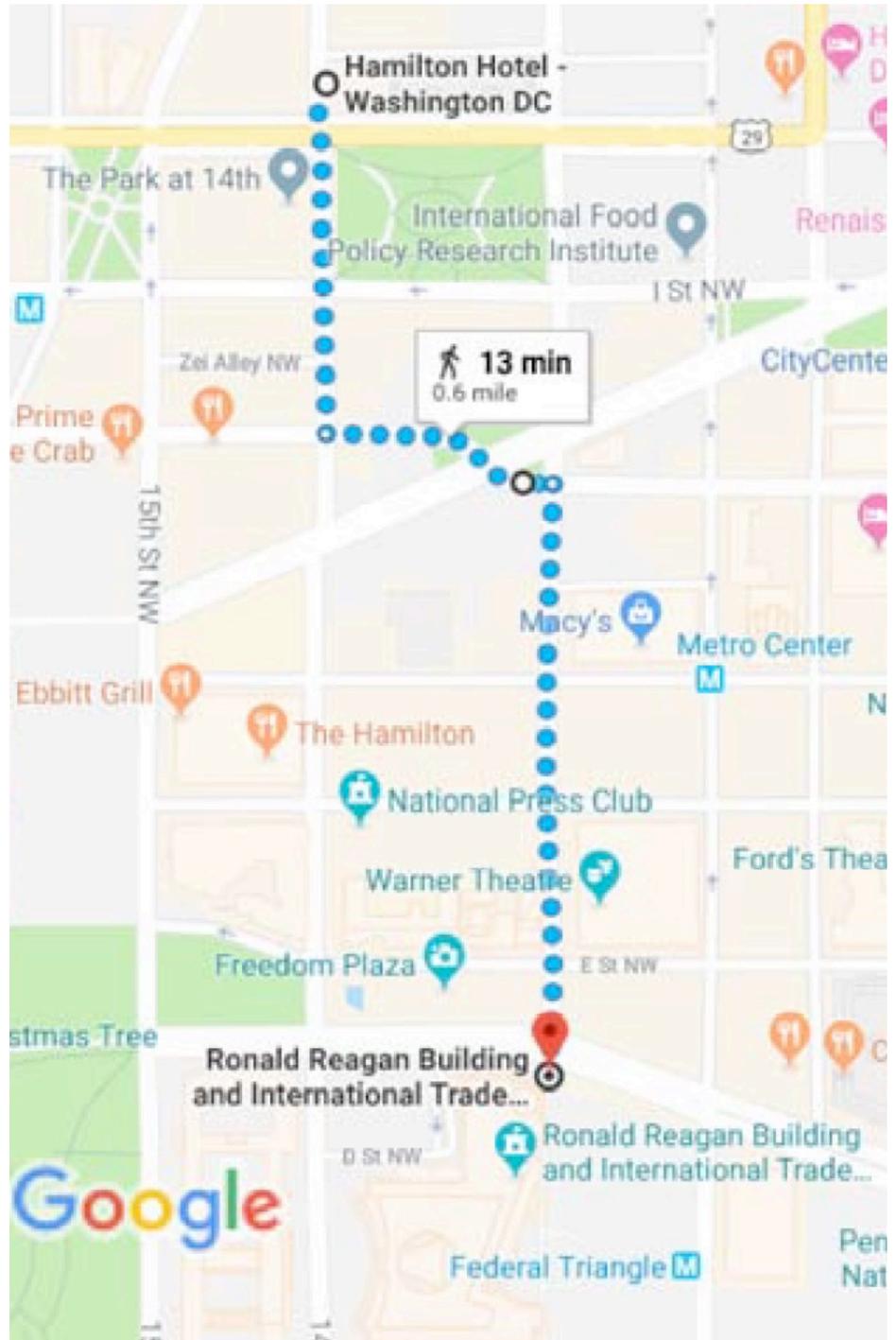
Directions to The Hamilton Hotel

- ❖ Taxicabs from Dulles International Airport (IAD) or Reagan National Airport (DCA). Washington DC taxicabs are available at the exits of each terminal. Dispatchers are available at the exits to assist passengers. Estimated fare is \$75 from IAD and \$25 from DCA.
- ❖ Please Note: There is a restaurant not far the Hamilton Hotel named “The Hamilton” (about 4 blocks south of the hotel). From the airport, make sure to say “Hamilton Hotel” to the taxi driver (and probably the address). If if they are using their smartphone or other device to find the hotel, the YOU need to ensure that the taxi is going to the hotel. If you use your smartphone for routing to the Hamilton hotel, make sure you select the Hotel and NOT the restaurant as your destination.

Directions to the RRB-ITC from The Hamilton Hotel

- ❖ By walking
The Hamilton Hotel is located 0.6 miles away from the RRB — 13 min walk). Follow link: <http://bit.ly/2HIjd3O> & see below for directions.

- Head south on 14th St NW toward K St NW. One option is to continue on 14th until you reach RRB-ITC building on 1001 14th Street.
- Other option as shown in the map below is to continue on 14th St and then turn left (at any letter St.) one block to the 13th St. Walk until Pennsylvania Ave. (about 0.6 mi total).
- Enter the Moynihan Plaza at the corner of 13th and Pennsylvania Avenue
- Once you are through the security checkpoint, turn right down the hallway.
- Take the stairs on your left down to the Conference Center and turn left.
- Enter the Meridian Suite to the left of the stairs.



Security and Building Access in the RRB-ITC:

- All public access to the RRB/ITC requires a routine security and bag check at one of several entrances, or by vehicular entry to the public garage. **Ten minutes should be allowed for the security/bag check.**
- All meeting spaces will take place in the public parts of the RRB/ITC and therefore will not require going through a second USAID security check.
- Building access/entry (with security check) is located at the following points:
 - a) 14th St (between USAID and Customs/Border Protection parts of the building)
 - b) Pennsylvania Ave: (as per the direction in the map above)
 - a. At the eastern side/back end of the John Wilson DC building
 - b. Close to Pennsylvania Ave where the plaza opens out to the street
 - c) East side of the RRB/ITC from the Federal Triangle Metro station:
 - a. Straight across the plaza from the Metro escalators
 - b. 100 yards north of the above entrance

Please note that the two entrances highlighted in yellow sometimes have long lines of school groups waiting to go through security, in which case it is wise to access one of the other less frequently used entrances.

Meals

Breaks (a.m./p.m.) and lunch will be provided at the RRB on March 5 and 6 as part of the event.

Per Diems and Reimbursable Expenses for IFPRI and University of Pretoria Participants

- ❖ Per Diems will be paid during the meeting to cover meals not provided at the venue and other incidentals. Travel-related expenses such as visas and in-country taxi fares will be reimbursed upon submission of original receipts.
- ❖ Please provide receipts to Scott Frump on March 5 at the RRB.
- ❖ Mr. Frump will prepare your expense report and you must review it. Each recipient will have to sign the final expense report upon receipt of cash on March 6. No other reimbursements will be paid to IFPRI and University of Pretoria expenses after the March 6 disbursement.
- ❖ MSU participants will follow the normal reimbursement channels.

Questions

For logistical assistance prior to your trip and in DC, please contact:

Financial: Scott Frump, frumpsco@msu.edu, (o) 517 884 7979

Travel Related: Nicole Walworth, walwor17@msu.edu, (o) 517-432-2248

Programmatic: Mywish Maredia, maredia@msu.edu, (o) 517-353-6602 (c) 517-974-3390

Other: Steve Longabaugh, longabau@msu.edu, (c) 517-575-0047