



We look forward to your attendance at this year’s **NCSO Convening and Advocacy Day** which will be held **May 9-10, 2018** in Washington, D.C. Below, you will find information about the NCSO Convening, along with details regarding available financial support to NCSO member organizations for travel and housing.

Please note that we are asking NCSO members to send 1-2 senior decision makers to the NCSO Convening. The NCSO Convening is a space open only to membership of the NCSO to discuss how to strengthen the network. The broad goals of the Convening & Advocacy Day include:

- ❖ Build NCSO strength through strategy sharing, problem-solving, and expand collective knowledge.
- ❖ Enhancing our skills related to advocacy
- ❖ Opportunities for regional and issue based caucuses
- ❖ Congressional briefing to address issues impacting South Asians in the U.S.
- ❖ Meetings with Congressional representatives from your districts to advocate for our respective communities

More details about the agenda and programming will be shared in the coming week. Please review information related to registration, housing, meals, and financial support for travel below.

**TENTATIVE SCHEDULE**

Date	Time	Activity
May 8, 2018	4:00pm	Guest Arrivals

		<i>Dinner on your own</i>
<b>May 9, 2018</b>	8:15am-5:00pm	NCSO Convening <i>Breakfast and Lunch</i>
	6:00pm-8:00pm	Dinner & NCSO Caucuses
<b>May 10, 2018</b>	8:00am-2:00pm	Advocacy Day <i>Breakfast and Lunch</i>

## LOCATION

### [Georgetown Conference Center](#)

3800 Reservoir Road  
Washington, D.C. 20057

There are two Metro stations within 2 miles of campus: Dupont Circle (red line) and Rosslyn (blue, orange, and silver). A number of Metro buses serve the Georgetown neighborhood and can get you to nearby metro stations and to other neighborhoods in the city.

The [Georgetown University Transportation Shuttle \(GUTS\) buses](#) drive regularly between campus and nearby metro stations, including Dupont Circle and Rosslyn. GUTS buses are free to ride for Georgetown visitors.

## REGISTRATION

Once you have determined the two (2) representatives from your organization attending the NCSO Convening and Advocacy Day, please have them **individually** register here. Please do not share this link with the public. Registration is required and ends on **March 31, 2018 at 11:59 EST**.

Eventbrite will generate a ticket for each event. Please electronically save or print tickets.

## TRAVEL

NCSO members travelling from out of town to attend the convening should arrive the evening of May 8th. If staying at the Georgetown Conference Center, then we encourage NCSO members to arrive no later than 10pm. After 10pm, on campus dining options will be closed; however, front desk staff will be available 24/7 to check-in guests.

Advocacy Day activities will conclude by 2pm on May 10th. We encourage departing flights to be made after 5pm to get to your respective airport or train.

Travel reimbursements will be offered for up to two (2) representatives from each organization. The amounts are specific to region.

- ❖ East Coast and Mid-Atlantic: \$150 maximum reimbursement
- ❖ West Coast and South: \$300 maximum reimbursement

### *Flights*

Delta Air Lines has offered discounts for NCSO members. Depending on the fare class travelers will receive either a 10%, 5% or 2% fare discount. Baggage fees may still apply.

Please [click here](#) to book your flights through Delta.

You may also call Delta Meeting Network® at 1.800.328.1111 Monday–Friday, 7:00 a.m. – 7:30 p.m. (CT) and refer to Meeting Event Code NMRCX. There is not a service fee for reservations booked and ticketed via our reservation 800 number.

Please send your flight receipts to [almas@saalt.org](mailto:almas@saalt.org) for reimbursements. Participants are responsible for their public transportation, taxi, and other travel costs while attending events.

### *Train*

Union Station is the nearest railroad station, and there are daily Amtrak and Acela trains connecting D.C. to cities along the East Coast. Union Station is approximately 5 miles from the Georgetown Conference Center and is connected to the city's metro system via the red line (stop is Union Station).

### *Driving*

For those driving, parking is not included in the hotel stay. The daily rate for parking at the Georgetown Conference Center is \$25 per night.

### *Taxi*

From the Georgetown Conference Center, taxi cabs are frequently available near its entrance. Additional taxi cabs are located at the Main Gates to campus near the intersection of 37th and O Streets NW.

## **HOUSING**

All NCSO members are encouraged to send two (2) senior decision makers (Executive Director, senior staff, and/or board members) to the NCSO Convening and Advocacy Day.

For two (2) NCSO representatives, SAALT will cover a two (2) night stay at the [Georgetown Conference Center](#) located at 3800 Reservoir Road, Washington, DC 20057. The nights covered will be the evening of May 8th and May 9th.

Registration will include questions related to housing and will guarantee you space at the Georgetown Conference Center. If you are interested and able in rooming with another NCSO member, please share that in the registration. Room assignments will be shared with you after April 1, 2018.

## **MEALS**

Breakfast, lunch and dinner will be covered on May 9th during the Convening. Breakfast and lunch on Lobby Day May 10th will be covered. We will not be covering meals the night of May 8th. We will be providing guidance on meal options for those arriving on May 8th, including on-campus options that will be open until 10pm.

SAALT is committed to supporting NCSO attendance at the Summit. If your organization requires additional assistance, please email [almas@saalt.org](mailto:almas@saalt.org) no later than March 25, 2018 with a detailed request.

## **FREQUENTLY ASKED QUESTIONS**

### **Are the events accessible by public transportation?**

The NCSO Convening will take place at the Georgetown Conference Center. Advocacy Day will take place on Capitol Hill, and SAALT will provide a shuttle for all NCSO Convening participants to attend Advocacy Day.

### **What time are check-in and check-out at the Georgetown Conference Center?**

Check-in time to the Center is 4:00pm. Check-out time is 11:00am.

### **Are the events accessible for those with physical disabilities?**

All event venues are accessible. Please contact [almas@saalt.org](mailto:almas@saalt.org) with specific questions or requests regarding physical accessibility.

### **What is the dress code?**

May 9th | NCSO Convening: casual/business casual  
May 10th | Advocacy Day: business/professional attire

### **Will there be interpreters available for the events?**

All events will be offered in English. Registrants may request an interpreter during the online registration process. For additional in-language requests, please reach out to [almas@saalt.org](mailto:almas@saalt.org) no later than March 15, 2018.

### **How will I get to the events?**

The NCSO Convening will take place at the Georgetown Conference Center. Advocacy Day will take place on Capitol Hill, and SAALT will provide a shuttle for all NCSO Convening participants to attend Advocacy Day. Outside of this, participants are responsible for their public transportation, taxi, and other travel costs while attending events.