



August 20, 2018

Dear Interested participant,

We are delighted you are considering attending NCBI's Leadership for Diversity Institute October 31st to November 3rd, 2018. We are happy to provide, below, information concerning the Institute, travel arrangements, and accommodation.

Hotel:

Delta Baltimore Hunt Valley
245 Shawan Road
Hunt Valley, MD 21031-1007
Tel: (410) 785-7000

Participants are responsible for their own reservation and payment. However, we have arranged for a block of rooms at Delta Baltimore Hunt Valley Hotel. If you have not reserved, please do so as soon as possible.

Hotel rooms cost \$159.00 per night under the NCBI group rate. When making your reservation, simply mention you are part of the NCBI conference to receive this exclusive rate.

IMPORTANT: Please reserve your room before **5:00 PM October 23th, 2018** to receive the reduced rate. Please specify whether you want a room with two double beds or one king bed when you make your reservation with the hotel.

Travel to/from the Hotel:

Airport or train station transportation is available through Light Rail, private car, taxi or Super Shuttle.

There are 33 Light Rail station stops along the system. The Light Rail is a 'barrier-free' system, so tickets are purchased from the ticket vending machine before boarding.

Tickets are not available on board. Trains run daily. For more information, visit Maryland Transit Administration or call 800-325-7245. The hotel provides free shuttle service to the light rail station on week-days.

Additionally, guests may inquire about pricing and availability for transport in the hotel's luxury SUV to and from BWI Airport and Baltimore's Inner Harbor area. For information, contact the front desk at 410-785-7000.

Distance between airports and Delta Baltimore Hunt Valley

From Baltimore-Washington International Airport (BWI) – 30.68 miles; 32 minutes

Baltimore-Washington International Airport is served by Air Canada, AirTran, Alaska Airlines, American Airlines, British Airways, Condor, Delta, Frontier Airlines, JetBlue, Southwest Airlines, Spirit Airlines, United Airlines, US Airways and US Airways Express. Rental cars are available at the airport.

From Ronald Reagan Washington National Airport (DCA) – 61 miles; 1 hour 8 minutes

Ronald Reagan Washington National Airport is served by Air Canada, AirTran, Alaska Airlines, American Airlines, Delta, Frontier Airlines, JetBlue, Southwest Airlines, Sun Country Airlines, United Airlines, US Airways and Virgin America. Rental cars are available at the airport.

From Washington Dulles International Airport (IAD) – 78 miles; 1 hour 21 minutes

Dulles International Airport is served by Aeroflot Russian Airlines, AeroMexico, Air China, Air France, ANA, American Airlines, Austrian Airlines, Avianca, British Airways, Brussels

Airlines, Copa Airlines, Delta Airlines, Emirates, Ethiopian Airlines, Etihad Airlines (Abu Dhabi), Frontier Airlines, Iceland Air, JetBlue, KLM Royal Dutch Airlines, Korean Airlines, Lufthansa, Porter, Qatar Airways, Saudi SkyTeam, South African Airways, Southwest Airlines, SAS, Sun Air International, Turkish Airlines, United Airlines, US Airways, Virgin American and Virgin Atlantic. Rental cars are available at the airport.

Meals

Lunch is included in the price of registration. Breakfast is available to all NCBI Institute participants who stay at the hotel. Other meals are easily obtained in the hotel restaurant or neighboring eating establishments.

Culture Share: One of the highlights of our Institute is culture sharing. Participants will have an opportunity to share something from their cultural background. We invite you to come with a song, poem, story, dance, pictures, or anything that you would like to share about your heritage. Our experience has been that certain people think of themselves as having a culture; others have difficulty thinking of their background. Wherever you and your ancestors come from, or whatever your family is like, your background is rich with culture. Think about what makes you, your family, and your people distinctive. You are warmly invited to share that.

Missing a Session:

Many of you may have participated in conferences where you can easily come and go; because of the nature of this work, attending each session is important for the continuity of the Institute. We build a community within the Institute and regularly break into small groups for leadership practice. At all the Institute sessions, your presence makes a big difference. We know that Baltimore is an interesting place to visit, but please arrange any sightseeing before or after the Institute. If you know that you are going to miss a session, please let us know ahead of time.

Dress Code:

Most participants wear relaxed casual clothing.

Refund Policy:

NCBI will refund the full cost of registration up to September 30th, 2018. If cancellation occurs, at least two weeks before the start date of the Institute, NCBI will refund half the cost of registration. Any cancellation past that date will not be refunded.

Please notify of cancellations by writing to info@ncbi.org or calling NCBI's office at (240) 638-2813 Monday through Thursday from 9:00AM to 4:00PM eastern.

We look forward to your registration and the chance to share this time with you. The people who have registered for the Institute are a very powerful group of activists, educators, and community leaders from across the United States, Canada, and overseas. We anticipate an excellent October 2018 Institute!

Warmly,



Cherie R. Brown
Founder and Executive Director,
NCBI International