

NCBI Leadership for Diversity Institute

Tuesday August 6 – Friday August 9, 2019



Hotel

Embassy Suites Hunt Valley
213 International Circle
Hunt Valley, MD 21030
(410) 584-1400
(877) 214-6725

NCBI's Leadership for Diversity Institute will take place at Embassy Suites by Hilton Baltimore Hunt Valley.

Whether you are coming from a neighboring city like Washington DC or coming from out of state or even from outside of the U.S., we highly recommend staying at Embassy Suites, Hunt Valley. This will ensure you have a stress-free, productive, and enjoyable experience for the duration the Institute.

Participants are responsible for their own reservation and payment; however, we have arranged for a block of rooms at Embassy Suites. Under NCBI's exclusive rate, hotel rooms cost \$139 per night. Simply specify you are attending the NCBI training to receive the reduced rate.

Hotel Price Match Policy

Should you find a better price for a hotel room in Hunt Valley through a third-party website or travel agent, Embassy Suites Hunt Valley will match that price upon request. Simply call/email them with the relevant information.

Important

Please reserve your room on or by midnight, **July 3rd, 2019** to receive the NCBI reduced rate.

Other Hotel Information

NCBI partnered with Embassy Suites Hotels because they offer our training participants more with every stay, like free cooked-to-order breakfast, complimentary appetizers and beverages at the nightly Evening Reception and every room is a two-room suite. Here are few key pieces of information you might need about the hotel:

- Check-in: 3:00 pm
- Check-out: 12:00 pm
- Smoking: Non-Smoking. A fee of up to \$300.00 USD will be assessed for smoking in a non-smoking room. Please ask the Front Desk for locations of designated outdoor smoking areas.
- Parking: Self-parking (Parking Lot), no valet.
- Pets: Only service animals are allowed.

For more information please visit the hotel's website at:

<https://embassysuites3.hilton.com/en/hotels/maryland/embassy-suites-by-hilton-baltimore-hunt-valley-BALHVES/about/amenities.html>

Closest Airports

The closest airport to the training site is Thurgood Marshall Baltimore-Washington International Airport (BWI). We recommend that all training participants fly into BWI.

The Hunt Valley, Maryland area is served by three airports. The distance from each airport to the hotel is as follows:

- *From Baltimore-Washington International Airport (BWI) – 30.68 miles; 32 minutes*
- *From Ronald Reagan Washington National Airport (DCA) – 61 miles; 1 hour 8 minutes*
- *From Washington Dulles International Airport (IAD) – 78 miles; 1 hour 21 minutes*

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.

Embassy Suites provides a complimentary shuttle (7am - 10:30pm) within a 5-mile radius of the hotel; this includes the closest light rail station located at 98 Shawan Road. Hunt Valley, MD 21031. A 30-minute notice is required.

Meals

A free breakfast and lunch are included in the price of registration for all participants. 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.

Attendance - 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 periodically 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 business casual clothing.

Refund Policy:

NCBI will refund the full cost of registration up to **July 6, 2019**. 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 hope we have provided all the information you need to plan for your attendance at the next Institute. Still have a question? No worries; please call or write us.

The people who have registered for NCBI's Leadership for Diversity Institutes in the past are a very powerful group of activists, educators, and community leaders from across the United States and abroad. We hope you will join that group when you attend the August 2019 Institute.