

**ICAO AVIATION SECURITY (AVSEC) CRISIS MANAGEMENT WORKSHOP
WASHINGTON ICAO AVSEC TRAINING CENTRE (ASTC)
BOLGER CENTRE, POTOMAC, MARYLAND, UNITED STATES, FROM 17 TO 21 OCTOBER 2011**

GENERAL INFORMATION

1. Address and contact numbers

Training Center Contact:
Betty Butzko, ICAO Coordinator
Office of Global Strategies
Transportation Security Administration
601 S. 12th Street, TSA-38
Arlington, Virginia 20598-6038

Telephone: +1 571-354-2910
Fax: +1 703-563-3199
E-mail: betty.butzko@dhs.gov

Alternate Contact: Peg Halloran, Manager
Capacity Development Branch
Telephone: +1 571-227-1842
E-mail: Peg.Halloran@dhs.gov

2. Conference facilities

**The Bolger Center
9600 NEWBRIDGE DR
POTOMAC, MD 20854
+1 301-983-7000**

Fifteen miles from the White House, the Bolger Center is a series of 8 buildings located on 83 acres of beautiful rolling countryside, within easy reach of Washington DC. The campus style setting includes three dining facilities, classrooms, meeting rooms, two ballrooms, offices and recreational facilities.

3. Food and Lodging

There are 477 modern guest rooms available at the Bolger Center. Participants from out of town are expected to stay overnight at the Bolger Center for the duration of the workshop and may not make alternative arrangements.

The cost for a standard single room for 6 nights for participants will be \$1374.16 USD, which **includes room charges, taxes, full breakfast, lunch and dinner buffets**, (check-in Sunday, October 16, 2011, to check-out Saturday, October 22, 2011).

For participants who elect to stay five nights, the total cost for a standard single room for 5 nights for participants will be \$1061.80 USD, (check-in Sunday, October 16, 2011, to check-out Friday, October 21, 2011).

The Bolger Center has blocked a number of rooms for the accepted participants of this course. All participants shall send a confirmation message for attending this event to the ASTC Coordinator Ms. Betty Butzko, email betty.butzko@dhs.gov by noon on Wednesday, September 28, 2011, (U.S.A. Eastern Time) with their contact and arrival information.

The Bolger Center accepts American Express, Visa and Master Card for the payment of lodging and meal services provided during the workshop.

4. Course Participation Fee

The ICAO participation fee of US \$500 will be charged to cover basic administration costs, day snacks and beverage breaks, and is due at check-in.

Local participants will be charged a \$90.00 daily conference fee.

The above-mentioned participation fee and/or the food and lodging cost can also be paid via wire transfer according to the following information:

AHC WIRE TRANSFER INFORMATION

PAYEE/ COMPANY INFORMATION

Company Name: Dolce International D/B/A William F. Bolger
Street Address: 9600 Newbridge Drive
City/State/Zip: Potomac, MD 20854

Point of Contact: Jim Seedenburg, Assistant Controller
+1 301-983-7762

FINANCIAL INSTITUTION INFORMATION

Bank Name: Branch Banking & Trust (B.B.&T.)
Bank Street Address: 8200 Greensboro Drive, Suite 1000
City/State/Zip Code: Mc Lean, VA 22102

Point of Contact: Bridget Giles-Nadianos, Assistant Vice President
Telephone: +1 (703) 442-4019

Bank Routing Number: 051404260
Account Number: 0000157601768

If payment is made through wire transfer of funds:

- Please initiate the transfer two weeks prior to the start of the course. Money must be received in Bolger account by October 10, 2011.
- Get a transaction number from the bank making the transfer.
- Call Jim Seedenburg (+1 301-983-7762) at the time of the transfer with the transfer details.

5. Local Transportation

The recommended methods of transportation are by free hotel shuttle to the Montgomery Mall and the DC Area Metro, (subway system). Most Washington DC area attractions have a stop on one of the metro lines.

6. Money Exchange

The United States dollar (USD) is the national currency. After your arrival you may exchange currency at local banks, at the airport or in the city.

7. Credit Cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), Diners, MasterCard and Visa.

8. Commercial Banking Hours

Banking hours are generally from 08:30 a.m. – 04:30 p.m., Monday to Friday.

9. United States Entry Visas

To be verified at embassies and consulates missions in respective States.

10. Hospitals

MD Suburban Hospital
8600 Old Georgetown Road
Bethesda, MD 20817
+1 (301) 896-3100

If necessary, emergency services are available in the Potomac, Maryland, area. For more information inquire at the Bolger Center. As stated in the invitation letter, please be advised that participants should be medically fit and should either have medical insurance or medical coverage from their government to meet expenses, if any, toward sickness or a medical emergency incurred during the course. ICAO and the ASTC take no responsibility to meet expenses in this regard.

11. Departure Tax

There are no departure taxes applicable in this area.

12. Others

The Maryland State sales tax is 6%, and the State hotel occupancy tax is 7%, also included above.

For more detailed information, please refer to these websites.

www.dolce-bolger-center-hotel.com/

<http://washington.org/>