

**NATIONAL AVIATION SECURITY (AVSEC) SCREENER CERTIFICATION PROGRAMME WORKSHOP
ICAO AVSEC TRAINING CENTRE (ASTC) WASHINGTON
(Bolger Centre, Potomac, Maryland, United States, 9 - 13 September 2013)**

GENERAL INFORMATION

1. Event Venue and Dates

The Aviation Security (AVSEC) Airport Security Programme Workshop will take place at the Bolger Centre, Potomac, Maryland, United States, from 9-13 September 2013.

The Bolger Center
9600 Newbridge Dr
Potomac, Md 20854, United States
Tel: + 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.

2. ICAO ASTC Coordinator:

Mrs. Betty Butzko
ICAO ASTC Washington D.C.
International Analyst - Integrated Plans and Support
Transportation Security Administration, Office of Global Strategies
601 S. 12th Street, TSA-38
Arlington, Virginia 20598-6038, U.S.A

Telephone: +571-354-2910
Fax: +703-563-3199
E-mail: TSAIntlAssistance@tsa.dhs.gov

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 alternate lodging arrangements.

The cost for a standard single room for 6 nights for participants will be \$1975.86 USD, which **includes room charges, taxes, full breakfast, lunch and dinner buffets** (check-in Sunday, 8 September 2013, to check-out Saturday, 14 September 2013).

For participants who elect to stay five nights the total cost for a standard single room for 5 nights for participants will be \$1646.55 USD (check-in Sunday, 8 September 2013, to check-out Friday, 13 September 2013).

The Bolger Center has blocked a number of rooms for the accepted participants of this workshop. All participants shall send a confirmation message for attending this event to ASTC Coordinator Betty Butzko, email: TSAIntlAssistance@tsa.dhs.gov

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 \$95.00 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, U.S.A

Point of Contact: Jim Seedenburg, Assistant Controller
Email: James.Seedenburg@Dolce.com
Telephone: +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: McLean, VA 22102, U.S.A

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

Bank Routing Number: 051404260
Swift Code: BRBTUS33
Account Number: 0000157601768

If payment is made through wire transfer of funds:

- Please initiate the transfer two weeks prior to the start of the workshop. Money must be received in Bolger account by **4 September 2013**.
- 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. Email: James.Seedenburg@Dolce.com

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, United States
Tel: +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. Dress Code

Business attire is required for the opening and closing ceremonies on 9 and 13 September. Business casual attire is required for all other days. Shirts with collars and long pants must be worn during classroom sessions. Tee shirts and jeans are not allowed in the classroom.

13. 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/>

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