



## PREPARATIONS FOR TRAVEL TO THE VEF CONFERENCE

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### EXPECTATIONS

The goal of this conference is to allow VEF awardees to develop their careers and networks for research, collaboration, and future cooperation with each other in order to develop Vietnam’s educational and scientific infrastructure.

VEF will provide an airline ticket through Omega Travel, VEF’s authorized airline. VEF will also pay hotel expenses for Fellows, Scholars, and invited guests. All meals will be provided by the conference except on the evening of the 16<sup>th</sup> when we will have a reception in place of dinner.

The Fellow or Scholar must pay for transportation to and from airports. Fellows will be expected to pay for their own transportation in Washington, whether by metro, bus, or taxi. Funds from your Personal Development Grant (PDG) may be used to reimburse you for these additional costs. Any reimbursement of PDG funds must be arranged through your university.

Conference participants will be expected to travel on March 16 and to depart on March 19. In the event that a Fellow or Scholar wishes to extend travel by arriving earlier or staying later, VEF may approve such a deviation but the Fellow or Scholar must reimburse VEF if the cost of the ticket increases because of the deviation.

Last year, VEF was unable to arrange a conference because of Sequestration and additional costs for regulatory requirements. While we do hope to have additional conferences, everyone should treat this conference as a special event that is meant to help you advance in your career and to build networks that will allow you to be successful in the future. Therefore, VEF will expect you to attend most, if not all, of the sessions. We hope to be generous in allowing travel deviations so that you may do a little sight-seeing during your time in Washington, DC.

**During the conference, your attention should be on all the Fellows and Scholars, who may be your future colleagues and collaborators. Take full advantage of the conference!**

## PREPARATIONS

Weather in Washington is usually cool during March. The average high is 58° F. (13° C.) and the average low is 38° Fahrenheit (3° Celsius). Be sure that you bring sufficient warm clothing. An umbrella is also a good idea. If you take prescription medicines, be sure to bring those along with you.

## DRESS CODE

Please wear business attire during the entire conference. We ask that you not wear casual or athletic clothing except when touring the city. During the VIP Reception on March 16, you may dress up more and even wear an áo dài if you so wish.

## CONFERENCE HOTEL

**Hilton Arlington Hotel**  
**950 North Stafford Street**  
**Arlington, VA 22203**  
**Phone +1-703-528-6000 Fax +1703-812-5127**  
[Link to Hilton Web Site](#)

**This hotel is located at the Ballston Metro Station**, so should be accessible to all travelers from the three local airports.

The hotel rooms will include the following amenities: Microwave, mini-fridge, coffee maker, hair dryer, in-room safe, MP3 Radio, body lotion, shampoo/conditioner, shower cap, facial & body soap. All rooms also have free Wi-Fi.

## TRANSPORTATION IN THE WASHINGTON, DC AREA

Taxis or shuttle from the Dulles or Baltimore airports are very expensive, but buses and trains on the metro are relatively inexpensive in the Washington, DC area. SmarTrip Cards can be used to pay for metro fare and most buses. They may be purchased at any metro station; however, if you wish to be fully prepared, you may purchase a SmarTrip Card online at: <https://smartrip.wmata.com/storefront>.

[Click on this link to access a printable map of the metro system.](#)

The instructions regarding fares to and from the airports provided below will help you estimate the amount of fare that you will need in Washington. Please keep any receipts if you are planning to submit these fares for reimbursement from your Personal Development Grant (PDG) when you return to your university.

## TRAVEL FROM THE AIRPORT

### 1. From DCA (REAGAN NATIONAL AIRPORT) to BALLSTON Metro on 3/16/2016 (approx. 19 min. transit)

- **RAIL DEPARTS FROM**  
[NATIONAL AIRPORT METRO STATION](#)

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**BOARD**  
**BLUE LINE METRO**  
towards LARGO TOWN CENTER

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**ARRIVE**  
[ROSSLYN METRO STATION](#)

- **RAIL DEPARTS FROM**  
[ROSSLYN METRO STATION](#)

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**BOARD**  
**SILVER LINE METRO**  
towards WIEHLE RESTON EAST

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**ARRIVE**  
[BALLSTON METRO STATION](#)

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**\$ 2.35** [SmarTrip Fare](#)

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**\$ 2.95** [SmarTrip Fare during Rush Hour \(6:30 to 9:30 am\) \(3:30 pm to 6:30 pm\)](#)

## 2. From DIA (Dulles International Airport) to Ballston Metro (approx. 55 min. transit)

- **BUS DEPARTS FROM**  
[DULLES AIRPORT MAIN TERMINAL & ARRIVALS](#)

### BOARD

5A BUS ([click on the link at the left to see the timetable](#)) at **Curb 2E**  
towards **L'ENFANT PLAZA STATION**

### ARRIVE

[N MOORE ST & ROSSLYN STATION BUS BAY](#)  
at 1:50pm

- **To get to next stop: Walk a short distance N on N Moore St.**

- **RAIL DEPARTS FROM**  
[ROSSLYN METRO STATION](#)

### BOARD

SILVER LINE METRO  
towards **WIEHLE RESTON EAST**

### ARRIVE

[BALLSTON METRO STATION](#)

**\$ 8.25** [SmarTrip Fare](#)

**\$ 8.65** [SmarTrip Fare during Rush Hour \(6:30 to 9:30 am\) \(3:30 to 6:30 pm\)](#)

[OR](#)

**Take the Express Bus from the Dulles Airport to the Wiehle-Reston East Metro Station (\$5.00):** <http://www.flydulles.com/iad/silver-line-express-bus-metrorail-station>

**+**

**THEN: WIEHLE-RESTON EAST to BALLSTON METRO on 2/26/2016 (approx. 25 min. transit)**

- **RAIL DEPARTS FROM**  
[WIEHLE-RESTON EAST METRO STATION](#)

### BOARD

SILVER LINE METRO  
towards **LARGO TOWN CENTER**

### ARRIVE

[BALLSTON METRO STATION](#)

\$ 3.60 [SmarTrip Fare](#)

\$ 5.45 [SmarTrip Fare During Rush Hour \(6:30 to 9:30 am\) \(3:30 to 6:30 pm\)](#)

### 3. From BWI (Baltimore Washington International Airport) to BALLSTON on 3/16/2016 (approx. 1 hr 30 min. transit)

- **BUS DEPARTS FROM**  
[BWI AIRPORT PIER E](#)

**BOARD**

[B30 BUS \(click on this link to the left to see the timetable\)](#)  
towards **GREENBELT STATION**

**ARRIVE**

[GREENBELT STATION & BUS BAY D](#)

- **RAIL DEPARTS FROM**  
[GREENBELT METRO STATION](#)

**BOARD**

**GREEN LINE Metro**  
towards **BRANCH AVE**

**ARRIVE**

[L'ENFANT PLAZA METRO STATION](#)

- **RAIL DEPARTS FROM**  
[L'ENFANT PLAZA METRO STATION](#)

**BOARD**

**SILVER LINE Metro**  
towards **WIEHLE RESTON EAST**

**ARRIVE**

[BALLSTON METRO](#)

\$ 10.10 [SmarTrip Fare](#)

\$ 12.40 [SmarTrip Fare during Rush Hour \(6:30 to 9:30 am\) \(3:30 to 6:30 pm\)](#)

For even greater detail, Metro provides instructions for traveling from all three Washington, D.C. area airports: [http://www.wmata.com/getting\\_around/new\\_metro/](http://www.wmata.com/getting_around/new_metro/).

## ARRIVAL ON MARCH 16, 2016

Check-in at the hotel is normally 3:00 pm, but the hotel will allow an early check-in if your room is available. You will be asked to provide a credit card to cover any extra charges, such as movies, extra persons in the room, room service, and phone calls. If your room is not ready, you can leave your luggage at the hotel concierge.

Conference participants who wish to participate in the tour of Washington, DC, should gather in the hotel lobby at 1:45 pm for departure promptly at 2:00 pm. An additional bus will be available at 3:00 pm for those who are delayed by travel.

A hearty snack and water will be provided on the bus.

The tour will end at the Capitol Visitor Center, where we will have a VIP Reception at 7:30 pm. Bring whatever you wish to wear at the reception on the bus so that you may freshen up in the restrooms before the event begins. This would be an ideal occasion to dress up or wear an áo dài.

Because of the space limitations for this reception, family members may not attend the reception unless they have officially registered for the conference and paid the \$250.00 conference participation fee.

Everyone will need to go through a security check before the reception, so you may wish to leave computers or excess electronics at the hotel.

Poster presenters should give their posters to the reception desk when they check in or bring them along on the bus. Poster set up will be arranged by VEF if you deliver your poster to us in advance.

If you are delayed in your travel or if you arrive too late to participate in the city tour that VEF is arranging from 2:00 pm to 7:00 pm, a final bus to the Capitol Visitors Center will be available at 6:30 pm. Gather in the hotel lobby for a prompt departure. If you should miss this bus, you will need to get to the CVC independently. Remember that the Reception will begin at 7:30 pm and that you will need to go through a security check.

Below are instructions for getting from the hotel to the site of the Reception by metro.

## From BALLSTON to CAPITOL SOUTH METRO *(approx. 24 min. transit)*

- **RAIL DEPARTS FROM**  
[BALLSTON METRO STATION](#)

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**BOARD**  
**ORANGE LINE METRO**  
towards **NEW CARROLLTON**

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**ARRIVE**  
[CAPITOL SOUTH METRO STATION](#)

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**\$ 2:35** [SmarTrip Fare](#)

**\$ 3.30** [SmarTrip Fare during Rush Hour \(6:30 to 9:30 am\) \(3:30 to 6:30 pm\)](#)

Walk **0.33** mile **N** to **EAST CAPITOL ST NE & 1ST ST SE**

### CULTURAL NOTES

March 17 is St. Patrick's Day, when Americans often wear green clothing and also eat foods that are dyed green and drink green beer. The holiday refers to the patron Saint of Ireland, St. Patrick, who by legend was supposed to have driven all snakes from Ireland. This holiday is widely celebrated in the United States and some people outside the conference may ask you why you aren't wearing any green.

On the Conference web site you also find a guide to family-oriented activities in the Washington, D.C. area.

### IN CASE OF EMERGENCY

If your travel is delayed, please contact:

Peggy Petrochenkov (703-355-5376)

Sandarshi Gunawardena (202-355-8164)

Thomas Kraemer (703) 618-6310