



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-3000

OFFICE OF HEALTHY HOMES AND  
LEAD HAZARD CONTROL

## **Save the Date Notice**

### **HUD 2008 New Grantee Orientation Conference – Tuesday, December 2<sup>nd</sup> and Wednesday, December 3<sup>rd</sup>**

Dear New Grantee:

Congratulations on your new grant award! As part of HUD's effort to provide you with the resources necessary to achieve success in your grant program, all new grantees are required to attend a New Grantee Orientation (NGO).

The New Grantee Orientation for the Office of Healthy Homes and Lead Hazard Control FY 2008 Grant Recipients will be held at the **Loews Madison Hotel, 1177 15<sup>th</sup> Street, NW, Washington, DC 20005**. The conference will begin on **Tuesday, December 2<sup>nd</sup> at 9:00AM** and conclude on **Wednesday, December 3<sup>rd</sup> at 5:00PM**. Please mark your calendars now for this important meeting. Your grant agreement requires attendance at this important kick-off meeting.

#### **Who should attend?**

The designated program manager from your grant program must attend this conference, as well as, one other key staff member. OHHLHC also requires a representative who deals with financial matters to attend, as they form a key part of any successful team. Also, if you are a newly appointed manager (e.g., within the past year), you are strongly encouraged to attend.

#### **Conference Registration**

Register **no later than Monday, November 17**. Confirm your intent to attend the meeting by filling out the online Registration Form at **<http://www.blsmmeetings.net/2008healthyhomes>**.

If you are unable to access this link or have questions regarding registration feel free to contact LaVietra Saunders at **[lisaunders@blseamon.com](mailto:lisaunders@blseamon.com)** or 301-577-0244, ext. 41.

#### **Hotel Reservations**

A block of rooms is being held for conference attendees for the nights of Monday, December 1<sup>st</sup>, Tuesday, December 2<sup>nd</sup>, and Wednesday, December 3<sup>rd</sup> at the rate of \$209.00/night plus tax (this is within the FY 2009 Federal per diem allowance). Please contact the hotel at (800) 424-8577 or at (202) 862-1600 and inform the reservations agent that you are with the **"2008 OHHLHC New Grantee Orientation"** group to obtain this rate.

The cutoff date to reserve a room at this rate is **Monday, November 17, 2008**. After that date, the above rate will expire and rooms may not be available at the hotel. For more information about the Loews Madison Hotel and to obtain driving directions, follow this link:

**<http://www.loewshotels.com/en/Hotels/The-Madison-Hotel/Overview.aspx>**

### **Transportation to the Loews Madison Hotel**

The closest airport to the hotel is the Ronald Reagan Washington National Airport, which is approximately 4.5 miles away. You may take the Metro rail from the airport to the hotel. Follow the signs to the airport's Metro station from the terminal, and take the Blue Line towards Largo Town Center (NOT Franconia-Springfield). Exit at the McPherson Square Metro station (a 16 minute ride), and leave the station using the Vermont Avenue – White House exit. Go three blocks north on 15<sup>th</sup> street to the hotel, which will be on your right.

If you are flying into the Washington Dulles International Airport, cab and shuttle transportation is available. The SuperShuttle number is (800-258-3826), [www.supershuttle.com](http://www.supershuttle.com). A reservation is not needed to schedule SuperShuttle service; you may purchase your ticket at their airport counter.

If you are flying into the Baltimore-Washington International Airport, SuperShuttle service is also available from the airport to the hotel. Again, you may purchase your ticket at their airport counter.

### **On-Site Check-in**

If you arrive at the hotel on Monday evening, December 1<sup>st</sup>, a conference registration table will be open from 5:00PM until 8:00PM. On Tuesday morning, December 2<sup>nd</sup>, the registration table will open at 7:00AM. All participants will need to register to obtain their name badges and conference materials.

### **Daily Refreshments**

Meals for both days will be on your own at local restaurants. Coffee and tea service during the morning and an afternoon snack break will be available both days of the conference. In addition, on Tuesday evening, a reception will be held at which light refreshments will be served. A list of local restaurants and attractions will be provided to you at the conference registration table.

If you need additional information or assistance with your plans and reservation, please contact LaVietra Saunders, Registration Coordinator, by email at [LSaunders@blseamon.com](mailto:LSaunders@blseamon.com). On behalf of the Office of Healthy Homes and Lead Hazard Control, we look forward to seeing you at the conference.

Again, congratulations and welcome aboard. We're looking forward to meeting and working with you. For additional information regarding the conference visit our website at [www.hud.gov/lead](http://www.hud.gov/lead).