

Dear Conference Participant:

Thank you for attending the NTSB conference “Family Assistance: Promoting an International Approach for the Transportation Industry.”

This email provides some information regarding the conference location, registration, and other important items.

Conference location

- Directions to the Conference Center can be found at:
www.nts.gov/events/newlocation.htm
- **Address:** 429 L'Enfant Plaza, SW, Washington, DC 20594
- **From the L'Enfant Plaza Metro Stop:** Take the 9th & D / L'Enfant Plaza exit, walk through the shopping promenade past the atrium, and take the escalator down to the lower level and turn to the left and down the stairs to the conference center. The L'Enfant Plaza Metro Station is on the Yellow, Green, Orange, and Blue lines.
- **From the L'Enfant Plaza Hotel:** Walk out the front doors of the hotel, past the glass pyramid, and take either set of stairs down to the promenade. Take the escalator down to the lower level and turn to the left and down the stairs to the conference center.
- **Driving/Parking:** Follow directions to parking at the L'Enfant Plaza Hotel at:
http://www.lenfantplazahotel.com/map_and_directions/.

Date/Time

- March 28, 2011: 9:00 a.m. to 5:00 p.m.
- March 29, 2011: 9:00 a.m. to 5:00 p.m.
- The Conference Center doors will open at 8:00 a.m. each day. Participants must pass through a metal detector security screening prior to entering the lobby of the conference center (NTSB staff are exempt with their NTSB Identification card).

Registration

- Registration packets can be picked up at the tables in the lobby.

Conference Agenda

- A full conference agenda is available at www.nts.gov/internationalconference.
- Biographies of the panel members and other speakers are available at www.nts.gov/internationalconference.

Webcast

- The first day of the conference (March 28th) will be transmitted live via the NTSB's website at the following link: <http://www.nts.gov/Events/ifac/index.html>. To hear the proceedings, computers must be equipped with a sound card and speakers.

- If you plan to watch the conference via webcast, please let us know at internationalconference@ntsb.gov.

Official Language

- The official language of the conference is English. Due to the number of attendees and the configuration of the Conference Center, translation services will not be available.

Lunch and Breaks

- Lunch and break beverages will not be provided.
- There are several dining options within the L'Enfant Promenade and within walking distance of the conference center. A map of nearby locations will be provided in your registration packet.

Attire/Dress

- Comfortable business attire.
- Consider dressing in layers to accommodate differences in room temperature.

Luggage Storage

- Available adjacent to the conference center lobby in Conference Room A/B.
- NTSB cannot be responsible for any lost items.

Wi-Fi

- Available in the Conference Center

Our goal is to make this conference both enjoyable and informative for everyone. We are expecting nearly 250 attendees for the conference, so please plan accordingly.

If you have any questions or concerns please email internationalconference@ntsb.gov.

Registrants with special needs are encouraged to contact us at internationalconference@ntsb.gov as soon as possible so reasonable accommodations can be made.

We look forward to seeing you.