

Meeting of the State Directors of Career and Technical Education

The April 17th meeting with staff from the Division of Academic and Technical Education, Office of Vocational and Adult Education (OVAE), U.S. Department of Education, will be held at:

LBJ Auditorium
Lyndon Baines Johnson Building
400 Maryland Avenue, SW
Washington, DC 20202

The Lyndon Baines Johnson Building is a secure federal facility, meaning that you will need to undergo a security clearance process to attend the event. Since some of you may be planning to depart Washington, DC immediately following the meeting, we also wanted to provide you with some logistic details to smooth your journey.

Travel to the Department

The Lyndon Baines Johnson Building may be accessed via public transportation or cab.

- **Metro:** Enter the *Woodley Park-Zoo Metro Station* and take the red line towards Glenmont. Change stations at *Gallery Place Chinatown Metro Station* and board the green line towards Branch Avenue or the yellow line towards Huntington. Exit at *L'Enfant Plaza Metro Station*. Allow roughly 1.5 hours for travel once you board the system. The cost for the trip will be \$2.25 with a plastic SmarTrip card or \$3.25 if purchasing a ticket at the station. Upon exiting the station, follow the street signs to 5th Street and Maryland Avenue. You may use the Metro trip planner to see train departure and arrival times:
http://www.wmata.com/rider_tools/tripplanner/
- **Taxi:** The base fare for a cab will be roughly \$20, depending upon traffic. Charges for luggage and additional passengers may apply. Allow at least 20 minutes travel time from door-to-door.

Entering the Building

Please use the main entrance located on 400 Maryland Avenue SW.

All persons entering the department will be required to undergo a security clearance:

- **Luggage Screening:** All baggage will be screened using x-ray imaging similar to that at the airport. You will be asked to remove any electronics from your baggage and items from your pockets, which must be placed separately on the belt in trays provided.
- **Magnetometer Screening:** Once you have cleared x-ray screening you will be directed to walk through a magnetometer. If NO metal is detected you will be allowed to retrieve your

belongings from the x-ray belt and proceed to the visitor desk. If metal is detected you will be given instructions by the security officers in how to be cleared for entry.

- **Identification:** You will be asked to produce a valid picture ID, such as a driver's license, passport, or government badge when signing in at the security desk. You may keep your identification once you have been approved for entry.

Special Needs

The LBJ Auditorium is located a short walk from the main entrance, which is wheelchair accessible. Please contact Joy Johnson (jjohnson@mprinc.com) if you will need special assistance.

During the Meeting

Each participant will receive a meeting packet when they arrive that will include a name tag, agenda, and presenter information. Presenter slides will be projected on the auditorium screen; however, to conserve resources, hardcopy materials will not be distributed. Session presentations and resource materials will be posted on the *Perkins Collaborative Resource Network* the day of the event. You may access this information at <http://cte.ed.gov/newsandevents/?tab=2#e251>. The LBJ Auditorium has free Wi-Fi that you may use to download and view meeting materials during each session.

Federal regulations prohibit OVAE from supplying meals or beverages. Breakfast will be served at the Omni Hotel, and participants are encouraged to eat before departing for the event. Attendees are responsible for their own lunch. You will be provided with a list of nearby restaurants or may purchase food at Edibles Cafe, located within the LBJ Building, which offers a range of food options.

Departing the Event

If you are departing by air, we recommend that you print your boarding pass before leaving your hotel.

- **Ronald Reagan Washington National Airport (DCA):** We recommend that you allow yourself roughly 1.5 hours to travel to the airport and clear security. A taxi from the Holiday Inn Hotel, located across the street from the facility, will cost approximately \$25. You may also take public transportation (Metro): board the yellow line toward Huntington at *L'Enfant Plaza Metro Station* and exit at Reagan airport. Allow roughly 15 minutes for travel once you board the system. The cost for the trip will be \$2.20 with a plastic SmarTrip card or \$3.20 if purchasing a ticket at the station.
- **Washington Dulles International Airport (IAD):** We recommend that you allow yourself at least 2.5 hours to travel to the airport and clear security. A taxi from the Holiday Inn Hotel, located across the street from the facility, will cost approximately \$80. You may also take public transportation (Metro): board the orange line towards Vienna Fairfax-GMU at *L'Enfant Plaza Metro Station* and exit at *West Falls Church Metro Station*. Allow roughly 30 minutes for travel once you board the system. The cost for the trip will be \$4.20 with a plastic SmarTrip card or \$5.20 if purchasing a ticket at the station. Board the Washington Flyer bus to reach IAD. Allow 30 minutes once boarding the bus; the cost for the bus will be \$10.
- **Union Station:** The base fare for a cab will be roughly \$11, depending upon traffic. Charges for luggage and additional passengers may apply. Allow at least 15 minutes travel time from door-to-door. For public transportation, enter the *L'Enfant Plaza Metro Station* and take the green

line toward Greenbelt. Exit at *Gallery Place Chinatown Metro Station* and take the red line toward Glenmont. Allow roughly 15 minutes for travel once you board the system. The cost for the trip will be \$2.10 with a plastic SmarTrip card or \$3.10 if purchasing a ticket at the station.