

# SYMPOSIUM INFORMATION



## HOTEL & RESERVATION

Crystal Gateway Marriott  
1700 Jefferson Davis Highway  
Arlington, VA 22202  
Phone: (703) 920-3230 • Fax: (703) 271-5212  
[www.crystalgatewaymarriott.com](http://www.crystalgatewaymarriott.com)

### Standard Room

\$274.00 + 13% tax

### State Room (State Representatives ONLY)

\$222.00 + 13% tax

Phone: 1 (703) 920-3230

**Online:** Visit [www.nabca.org](http://www.nabca.org) and click on the Legal Symposium link. Scroll down to find the Marriott reservation link.

- **Attendees are responsible for making their own hotel and travel arrangements.** Please be aware that NABCA may view your reservation information via hotel's group rooming list.
- NABCA's room block will be held until the cut-off date, **Friday, February 23, 2018.** After the cut-off date, reservations received will be accepted on a space available basis. **Please make your reservations as early as possible, as there is no guarantee the hotel will not sell out prior to the cut-off date.**
- All reservations must be accompanied by a first night's room deposit or guaranteed by a major credit card.
- An early departure fee of one night's room and tax will apply if checking out prior to the confirmed check-out date.
- Check-in begins at 3:00 PM and check-out is at 12:00 PM.



**On-site Parking Rates:** \$20 hourly and \$34 per day  
**Valet Parking Rates:** \$40 per day



## NABCA REGISTRATION

Please return registration form by  
**FRIDAY, FEBRUARY 23, 2018!**

Mail: 4401 Ford Avenue, Suite 700  
Alexandria, VA 22302

Email: [meetings@nabca.org](mailto:meetings@nabca.org)

Secure Fax: (703) 824-3377

Online: [www.nabca.org](http://www.nabca.org)



## TRAVEL & TRANSPORTATION

**Ronald Reagan Washington National Airport (DCA)** is approximately 5 minutes (2 miles) from the Marriott Crystal Gateway. Commercial air carriers serviced by DCA include AirCanada, AirTran, American, Delta, Fly Frontier, JetBlue, Southwest, and United. For more information, please visit [www.flyreagan.com/dca](http://www.flyreagan.com/dca).

**COMPLIMENTARY AIRPORT SHUTTLE SERVICE:** The Crystal Gateway Marriott has a complimentary shuttle available but you must schedule your pick-up and drop off. Please call (703) 920-3230.

**TAXI SERVICE:** Taxi Service is located near the Arrival (baggage claim) exits of each terminal for approximately \$10 one-way including tip.

**METRO:** Metrorail stations are connected to the concourse level of terminals B and C at Reagan National Airport. Metrorail fare cards may be purchased at machines located at all entrances to the Airport Metrorail station. The Blue line will stop at the Crystal City Metro located 2 minutes (.5 miles) from the hotel.

**Washington Dulles International Airport (IAD)** is approximately 34 minutes (27 miles) from the Marriott Crystal Gateway. Commercial air carriers serviced by IAD include AirCanada, AirTran, American, Delta, JetBlue, Southwest, and United. For more information, please visit [www.metwashairports.com/iad](http://www.metwashairports.com/iad).

**TAXI SERVICE:** Taxi Service is available at the lower level of the Main Terminal for approximately \$45 one-way.

**SHUTTLE SERVICE:** Shuttle service with Super Shuttle is available at the airport. For reservations contact 800-BLUE-VAN (258-3826) or visit their website, [www.supershuttle.com](http://www.supershuttle.com).

**WASHINGTON FLYER:** Washington Flyer is available at the lower level of the Main Terminal for approximately \$45 one-way. Reservations are required.

## WEATHER & ATTIRE



Dress is business casual throughout the Symposium. Average Arlington, VA temperatures in March range from 56° F to 38° F with a precipitation rate of 3.5 inches. Please pack accordingly.

For questions regarding meeting logistics, please contact the Meetings Department at (703) 578-4200 or [meetings@nabca.org](mailto:meetings@nabca.org).

**Note:** The registration fee includes attendance at the Symposium, all meal functions, and program materials.

**Cancellation Policy:** A refund, less an administrative processing fee of \$25.00, will be remitted for all cancellations made in writing to NABCA by **Friday, February 23, 2018.** No refunds will be made for any cancellation received after that date.