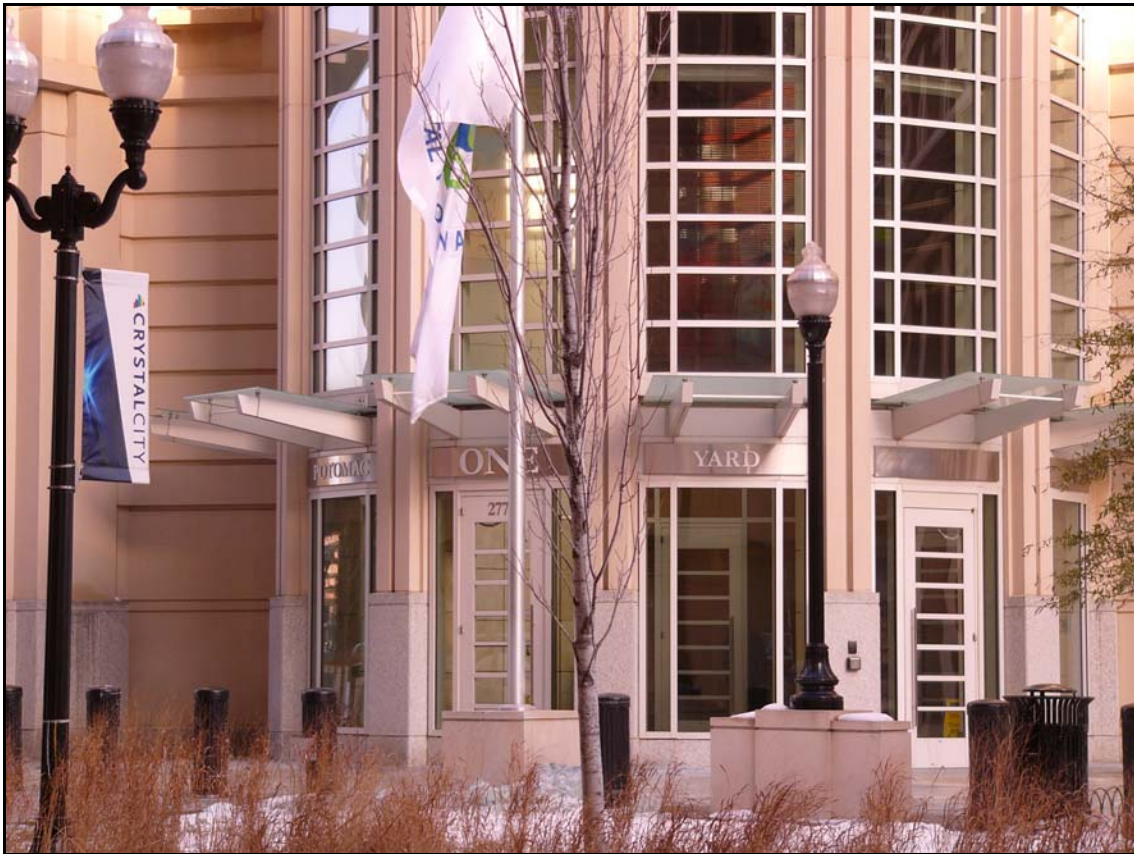




**8th Global Partnership Meeting
Arlington, Virginia, USA
21 - 22 April, 2010**

INFORMATION FOR PARTICIPANTS



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Arlington, Virginia*

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Section 1 – Meeting Information

Venue

The meeting will be held at the Potomac Yard facility of the United States Environmental Protection Agency (US EPA) in Arlington, Virginia, located directly south of Washington D.C. and part of the larger metropolitan D.C. area. Washington, D.C. can be easily reached from the Potomac Yard facility by public transportation in about half an hour.

Address

US EPA Potomac Yard, 2777 Crystal Drive, Arlington, VA 22202

If you have questions about the facility or how to find it (please see Annex C) or call Angela Bandemehr of US EPA (contact information provided below)

Map link to EPA Potomac Yard Facility: (see Section 4)

Registration of Participants

Participants are requested to fill out the participant registration form and return it to UNEP by March 26, 2010 (see Annex A). All participants are required to register by this date.

The meeting will begin at 09:00 am on 21 April and participants are kindly requested to register earlier. On-site registration for all registered participants will be open from 8.30 am.

Welcome Event

A cultural event/dinner is planned to be held on April 21. Details will be provided later.

Official Languages at the Meeting

The official language of the meeting will be English.

Lunch

Lunch and coffee breaks will be provided on the days of the meeting.



Section 2 - Hotel and Transportation

Airport Transfers for Participants

Approximate transfer time from the *Washington Ronald Reagan National Airport* to hotels around the Potomac Yards Facility area by taxi cab is less than 10 minutes. The approximate taxi fare is USD6. Please note the transfer time depends on the time of day due to rush hour traffic. Public transport is recommended.

Approximate transfer time from *Washington Dulles Airport* to hotels around Potomac Yard Facility area is thirty minutes to one hour, depending on traffic. The approximate taxi fare is USD50. Public transportation is also available (see below).

Public Transportation

The closest Washington Metrorail station (<http://www.wmata.com/rail/maps/map.cfm>) to the Potomac Yard facility is Crystal City (on the Blue and Yellow lines) http://www.wmata.com/rail/station_detail.cfm?station_id=45.

Getting to Potomac Yard from the Washington Ronald Reagan National Airport:

- o Metro Blue Line towards Largo Town Center *or*
- o Metro Yellow Line towards Fort Totten
- o Exit at Crystal City Station and take other forms of transportation (see section on Transportation between Crystal City Metro Station and EPA Potomac Yard)

Getting to Potomac Yard from the Washington Dulles Airport:

- o Take Washington Flyer Coach Service from airport to Metro Station West Falls Church (Tickets for the Washington Flyer Coach may be purchased at Washington Dulles International Airport from the ticket podium located inside the vestibule at Arrivals Level Door 4. Current fare is \$10.00 one-way, and \$18.00 round-trip. You can pay for your ticket using cash, traveler's checks, MasterCard, Visa, American Express and Discover Card. Please note that the bus stops running around 10:15 to 11 pm depending on the day. Please check the schedule on the web site: http://www.washfly.com/flyer_bus_faqs.htm).
- o Take Metro Orange Line toward New Carrollton;
- o Transfer to Metro Blue Line at Rosslyn in the direction of Franconia-Springfield.
- o Exit at Crystal City Station and take other forms of transportation (see section on Transportation between Crystal City Metro Station and EPA Potomac Yard)



Transportation between Crystal City Metro Station and EPA Potomac Yard:

Please note that Metro is approximately one mile from the Potomac Yard Facility buildings. Besides walking, street transportation from the metro station to the EPA Conference Center includes:

- a taxi (available at any of the hotels near the Metro station) or
- [Metrobus 9S – Crystal City-Potomac Yard](#) (see Annex C Bus Route Map)

Weekdays: 5:30 am - 7:30 pm - every 12 minutes

Peak hours: - 5:30 - 9:00 am and 3:30 - 6:00 pm - every 6 minutes

Cost: \$1.25 (exact change), Metrobus token, or SmarTrip card (which can be purchased at automated SmarTrip machines at the Pentagon and Metro Center stations)

For bus schedules: <http://www.wmata.com/bus/> For SmarTrip information: <http://www.wmata.com/fares/smartrip/index.cfm>. A SmarTrip card is useful if you plan on staying in the area for a while and will be using Metro transport on a regular basis.

Driving and public parking

From US Route 1 (Jefferson Davis Highway) turn eastward on 27th Street. Go straight ahead (the road actually veers slightly to the left, then right) to Crystal Drive. Turn left on Crystal Drive and One Potomac Yard is the large building immediately on your right across Crystal Drive from the Hyatt Hotel. Public parking, at an hourly or all-day rate, is available in the underground garage. The garage is located on Potomac Ave, which is behind the building.

Hotel Accommodations, Venue & Reservations

There are over 40 hotels from the nation's capital to suit every taste as well as world-class stores and restaurants. A number of internet sites, including those run by official city and country authorities, can provide further sources of information regarding hotel accommodation. Below are a few possible hotels within easy walking distance (one kilometer) of the meeting venue:

Hyatt Regency Crystal City

Rate: From USD269 includes breakfast and taxes.

2799 Jefferson Davis Highway, Arlington, VA

Tel: (703) 418-1234, Website: <http://www.crystalcity.hyatt.com/hyatt/hotels/index.jsp>

Holiday Inn Hotel National

Rate: From USD252 includes breakfast

2650 Jefferson Davis Hwy, Arlington, VA

Tel: (877) 863-4780, Website: <http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/wasdc>

Courtyard by Marriott Crystal City

Rate: From USD259

2899 Jefferson Davis Highway, Arlington, VA



Tel: (703) 549-3434; **Website:** <http://www.marriott.com/hotels/travel/wasct-courtyard-arlington-crystal-city-reagan-national-airport/>

Visas

A valid passport is required and should be valid for at least three months beyond the duration of stay. Participants are requested to contact their local American consulate/embassy to find out the visa requirements for their particular country. For general visa information: http://travel.state.gov/visa/temp/temp_1305.html

For more information concerning your countries entry requirements please contact your nearest American Embassy or visit: http://www.travel.state.gov/visa/temp/without/without_1990.html#countries

If a host country agency letter is needed for visa purposes, USEPA will issue an invitation letter for 8GPM participants in addition to that issued by UNEP, specifying details of the meeting. Participants will still need to provide data for the visa application process as required by the US visa offices, which include passport, passport data, hotel bookings, details of meetings and travel itinerary. The Clearing-House of the PCFV will provide invitation letters, meeting itinerary and agenda.

It is strongly advised that participants who need a visa begin their application process as early as possible, to ensure timely approval of visas.

Please contact **PCFV**, Ms Mary M'Mukindia on **E-mail:** mary.mmukindia@unep.org + **254 20 762 5035**.



Section 3 – General Information

Washington DC

Washington, D.C., the capital of United States, is host to many important American cultural attractions. These include the Washington Monument, the Lincoln Memorial, the Albert Einstein Memorial, National Archives as well as the National Museum of Natural History. These attractions are located at the National Mall.

Time zone

Washington D.C. Time is in the Eastern Standard Time Zone. Eastern Standard Time (EST) is 5 hours behind of [Greenwich Mean Time](#) (GMT-5).

Weather

April falls within spring and most days are usually warm and sunny with temperatures ranging between 15 – 20 deg C during the daytime. Raincoats and umbrellas are recommended.

Electricity

120 volts and 60 cycles AC is used. Wall sockets have two flat prongs.

Currency

Currency can be exchanged at hotels, banks, post offices, bureaux de change, airports, railway stations, travel agencies. Automatic exchange machines are widely available everywhere. Credit and debit cards can be used to withdraw money from ATMs which are found throughout the city.

Potomac Yard

The Potomac Yard is an award winning building: the facility design and operations promote energy and water efficiency and the use of environmentally preferable materials. The building has won several awards including the U.S. Green Building Council's (USGBC's) version 2.1 Leadership in Energy and Environmental Design (LEED®) Gold-level certification for new construction (NC).

For more about the Potomac Yards facility, please see below links:

http://www.epa.gov/oaintrnt/documents/py_factsht_508.pdf/

http://www.epa.gov/greeningepa/facilities/hq_nova.htm



Section 4 – Contact Information

US EPA Logistical Contact

Ms. Angela Bandemehr
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UNEP Clearing-House Contact

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(UNEP)
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Map link to EPA Potomac Yard Facility

http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=2777+Crystal+drive,+arlington+va&sl=38.851373,-77.051497&sspn=0.024431,0.038495&ie=UTF8&hq=&hnear=2777+Crystal+Dr,+Arlington,+Virginia+22202&ll=38.852509,-77.048728&spn=0.012215,0.019248&z=16



ANNEX A

Find attached with this document, the registration form to be completed and submitted by March 26, 2010.

ANNEX B

The Potomac Building – an award winning facility

Features

- ✓ Green Power: EPA offsets 100 percent of the electricity consumption at Potomac Yard with renewable energy certificates (RECs) purchased through the Agency's current blanket green power contract.
- ✓ Water Conservation: The building saves water through the use of plumbing fixtures such as low-flow urinals, dual-flush toilets, and low-flow faucets with electronic shutoff. Landscaping includes drought-resistant regional plants.
- ✓ Storm water Management: Sand filters treat storm water runoff for each tower and should reduce total suspended solids entering the Potomac River by more than 80 percent and total phosphorous by 40 percent.
- ✓ Waste Reduction and Recycling – Construction: 27 percent of building materials contain recycled content. 71 percent of construction period waste was recycled.
- ✓ Waste Reduction and Recycling – Operations: EPA tenants have recycling bins on each floor to collect bottles, cans, paper, cardboard, batteries, CD/DVD/diskettes, and toner/inkjet cartridges.
- ✓ Alternative Transportation: Extensive bike parking and shower facilities are available for employees that bike to work. The building is in close proximity to the local Metrorail trains, Metro buses, and the Agency shuttle bus routes.

Awards

- ✓ The U.S. Green Building Council's 2006 version 2.1 Leadership in Energy and Environmental Design (LEED®) Gold-level certification for new construction (NC)
- ✓ 2007 Best Building, Environmentally Responsible – Green Construction: Award of Merit from NAIOP
- ✓ 2007 White House Closing the Circle Award
- ✓ 2007 Northern Virginia Chapter of the National Association of Industrial and Office Properties (NAIOP) Award of Excellence: Best Building High Rise, Eight Stories and Above
- ✓ 2007 Federal Energy Saver Showcase Award
- ✓ Finalists in the commercial design category of *Environmental Design + Construction* magazine's Excellence in Design Awards
- ✓ 2008 LEED Gold-level 2.0 certification for existing buildings (EB)

Annex C

Bus Route Map to EPA Potomac Yard Facility from Metro Station

