



THE SECTION 106 ESSENTIALS CONFIRMATION

Washington, DC – October 3-4, 2017

*An in-depth look at historic preservation responsibilities
under the National Historic Preservation Act*

Thank you for registering for *The Section 106 Essentials* course to be held on Tuesday and Wednesday, October 3-4, 2017

Course Location and Accommodations: The course will take place in Room 337 on the third floor of the National Building Museum, 401 F Street NW, Washington DC 20001.

The Section 106 Essentials course runs from 9:00 a.m. to approximately 5:00 p.m., with registration at 8:30 a.m. Please note: The National Building Museum opens at 8:30 a.m. If you arrive before this time, you may use the entrance which is off the parking lot on the 4th Street side of the building and will have to show an ID and sign in.

For out of town attendees, we have contracted with the Donovan Hotel, 1155 14th Street, NW, Washington DC for a limited block of sleeping rooms for Monday - Wednesday, October 2-3 at the government rate of \$222 for a single occupancy plus applicable state and local tax. (<http://www.donovanhoteldc.com/>). It is recommended that you make your reservations early, as the rooms are likely to sell out. Reservations must be made by Monday, Friday, September 1. To reserve your room, call 1-800 KIMPTON and request the ACHP Section 106 group block "ACHP100217".

Traveling to and around DC be found by going to: <http://www.achp.gov/docs/dc-essentials-1032017.pdf>

Schedule: *The Section 106 Essentials* course runs from 9:00 am to approximately 5:00 pm each day. Short breaks will be given in the morning and afternoon, and a break for lunch.

Registration: Registration will be located outside the conference room on Tuesday at 8:30 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

Meals: Light morning fare will be provided each morning along with an afternoon break each day. The cost of these food functions is included in the registration fee. All other meals are on your own.

Attire for Training Course: Attire for the course is casual. Also, please keep in mind that meeting rooms tend to be cool, so plan to bring a sweater or jacket.

Cancellations: If made at least 14 days prior to the start of the course, registrants who cancel will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

Questions: If you have any questions about logistics or course information, please contact Cindy Bienvenue at cbienvenue@achp.gov or 202-517-0202, or go to <http://www.achp.gov/106essentials.html>.

We have a great training course planned for you and look forward to seeing you there!