

**ESSENTIAL INFORMATION FOR DELEGATES TO THE TOP EXECUTIVES LEADERSHIP PROGRAMME AT MC DONOUGH SCHOOL OF BUSINESS, GEORGETOWN UNIVERSITY, WASHINGTON DC, UNITED STATES, 15-19 JUNE, 2009**

**1.0 Travel and Arrival:**

It is advised that delegates book their flights to arrive at Reagan National OR Dulles Airport, Washington DC. Those wishing to stop over in New York could take the domestic flight to Washington which lasts for 1.5hrs. Greyhound Coaches are available from New York to Washington DC, a road journey of 4.5hrs. The journey takes 3 hours by train.

**2.0 Date of Arrival in Washington DC:** Sunday, 14 June, 2009

**3.0 Duration of Programme:** 15 -19 June, 2009

**4.0 Contact Persons for Information:**

- Kirsty Hosea (202) 087 6986
- Uchendu Agbarakwe: 08033255083
- Lucy: 01-2705367, 08028335525
- Vera : 08057471484

**5.0 Venue:** Mc Donough School of Business Building.

The new Business School building is located at the heart of the Georgetown University Campus. The easiest point of access by car or taxi is via the Georgetown University Hotel and Conference Centre, located at: 3800 Reservoir Road, NW Washington, DC 20057

When arriving at the Hotel, please enter the main lobby and walk straight down the hallway until you reach the Georgetown University Hall of Fame.

Turn left and follow the hallway until you see the signage to turn right, and there exit through the doors and cross the skywalk into the Business School building.

The classrooms are located on the fourth floor of the building - you may take the elevator or the stairs to reach them.

Please call Eddy Fonyodi on +1 202 687 2704 should you have any questions.

**6.0 Lecture Schedule:** Lectures begin at 9.00am and end at 5.00pm. There is a lunch break between 1.00pm - 2.00pm and a tea break at 4.00pm

**7.0 Feeding:**

- Participants will be provided with lunch and teabreak during lectures from 15 - 19 June, 2009.

**8.0 Conduct during lectures:**

- Participants are advised to take very seriously all exercises given during the lectures.
- Award of course certificate is dependent on full participation in the lectures and completing and submitting all course forms.

**9.0 Health Care:**

Delegates are advised to take malaria tablets with them as a precaution. Some delegates have been known to suffer from malaria after arriving from Nigeria.

**10.0 Accommodation:**

Delegates will make their own accommodation arrangement. Interested delegates may wish to contact the websites and hotel addresses given below for inquiries and book on-line.

- Websites:  
[www.cheaphotels.com](http://www.cheaphotels.com)

[www.cheaptickets.com](http://www.cheaptickets.com)

- **Georgetown University Hotel and Conference Centre**  
Leavey Center, Georgetown University  
3800 Reservoir Road, NW  
Washington DC 20057  
Phone: 202-687-3200  
Fax: 202-687-3297  
[www.georgetowninn.com](http://www.georgetowninn.com)
  
- **Holiday Inn Washington - Georgetown**  
2101 Wisconsin Avenue, NW  
Washington DC, 2007  
Phone: 800-315-2621  
[www.higeorgetown.com](http://www.higeorgetown.com)
  
- **Latham Hotel**  
3000 M. St., NW  
Washington, DC 2007  
Phone: 202 - 726 - 5000  
888 - 587 - 4458  
[www.georgetowncollection.com](http://www.georgetowncollection.com)
  
- **The Fairmont Washington DC**  
2401 M Street, NW  
Washington, DC 20037  
Phone: 202 - 429 -2400  
[www.fairmont.com](http://www.fairmont.com)