



HOTEL ACCOMMODATIONS: We have reserved a block of rooms at the **Ritz-Carlton, Washington D.C.** at a discounted rate of \$369 per night from Sunday, November 30 through Tuesday, December 2. Detailed information regarding your room reservation will be sent by FORTUNE in an email.

Check-in time at the Ritz-Carlton is 3:00 PM and check-out time is 12 noon. If you require early check-in or late check-out, please contact the front desk of the hotel directly.

The Ritz-Carlton, Washington, D.C.
1150 22nd Street, N.W.
Washington, D.C. 20037
Hotel Phone: (202) 835-0500
Hotel Fax: (202) 835-1588

ATTIRE: Business Sessions: Business Casual, Ties not required
Reception/Dinner: Formal business suits (NOT black tie) are appropriate for men, cocktail attire for women

CLIMATE: Temperatures in Washington, DC in December vary from a high of 40-45°F during the day to a low of 30-35° at night.

TRANSPORTATION: The Ritz-Carlton is a 10-to 15-minute drive from **Ronald Reagan Washington National** airport and a 35-to 45-minute drive from **Dulles International** airport. Both airports handle commercial and private/charter aircraft.

PARKING: Parking is available at the Ritz-Carlton for a fee of \$20 per day or \$35 per 24 hours

DURING THE EVENT

REGISTRATION: Ballroom Level, Pre-function Area
Monday, December 1: 11:00 AM - 7:30 PM
Tuesday, December 2: 7:00 AM - 7:30 PM
Wednesday, December 3: 7:00 AM - 12:00 NOON

MEETING LOCATION: General Session: Ballroom Level, the Ritz-Carlton Ballroom

TELECOMMUNICATIONS: 500 Forum Business office
Tel: (202) 974-4950
Fax: (212) 467-3253

MESSAGES/FAXES: Upon receipt of a message or fax, your name will be immediately posted to a monitor located at the FORTUNE Registration Desk.