



International Aerospace Quality Group

**IAQG Washington, DC
General Assembly Meeting Information**

Friday 16 April 2010

Hosted by Boeing, Northrop Grumman & Parker Aerospace

Gaylord National Resort and Convention Center

201 Waterfront Street
National Harbor, MD 20745 USA
Phone: +301-965-2000
Fax: +301-965-2001

Website: <http://www.gaylordhotels.com/gaylord-national/>

Hotel Reservations

The Gaylord National Resort and Convention Center is located just eight miles (15 minutes) south of Washington, DC, with convenient access to three major airports and offers sweeping views of the Potomac River, Washington, DC and Old Town Alexandria.

A block of sleeping rooms is reserved at the hotel for attendees of this meeting. The special IAQG group room rate is **USD\$209** single/double per room night plus taxes. This rate includes a USD\$15 daily facilities fee (fee includes in-room internet access, fitness center access, in-room bottled water, daily newspaper and local/toll free calls).

The deadline for hotel reservations at this rate is **Monday 22 March 2010**. These rooms are available on a first come/first serve basis. Please contact the hotel directly to make your reservation and use the code **X-BID10** or **IAQG** group rate.

Note: The hotel will charge one night plus taxes to your credit card at the time of booking your reservation.

Meeting Registration Information - To register for the meetings, please complete the appropriate registration form located on the previous screen.

The registration fees are:

- USD\$200 per person IAQG General Assembly (Friday)

Online registration is open until: **Wednesday 7 April**. After 7 April, you will need to register onsite at the hotel.

Meeting Schedule

Following is a brief schedule. For complete meeting details, see the schedule posted on the previous screen.

Thursday 15 April - General Assembly Evening Reception
Friday 16 April - General Assembly

Performance Excellence Marketplace (PEM)

IAQG is offering a Performance Excellence Marketplace (PEM) which will give leading edge aerospace companies the opportunity to show their products and services to the attending IAQG companies and invited suppliers. The PEM will operate from Thursday 15 April – Friday 16 April and will be open to all attendees of the IAQG meetings. The hours of the PEM will be 7:30 am – 5:00 pm.

Social Events

- **Thursday 15 April – General Assembly Reception** will be held at the Gaylord National Resort and Convention Center. The dress code is business casual. (Note: Please register for the General Assembly Reception by using the meeting registration form on the previous screen.)

Travel Planning

- **Visa/Letter of Invitation** - Please contact your local consulate to determine if you will need a visa for entry into the United States. For information on obtaining a letter of invitation, please contact Becky DeGutis at bdegutis@sae.org or Claudia Pohrer at claudia.s.pohrer@boeing.com.
- **Weather** – The weather in Washington, DC can be mixed in April. It may be warm and sunny, but it can also be wet and cold. The average daytime temperature is 19°C (66°F). Evening temperatures average 8°C (46°F).
- **Currency** - The local currency is the U.S. dollar. Most major banks, hotels and airports have ATMs/cash dispensers. Credit cards are generally accepted in most restaurants.
- **Electricity Supply** – The U.S. electricity supply is 110/120 Volt. You may require an adapter for your plug and a transformer for your electrical equipment if it runs on a different power supply.
- **Transportation** – The hotel is a 15-minute drive from Reagan National Airport and a 45-minute drive from Dulles and Baltimore Washington International Airports. Shuttle service and taxi service are available.
 - Reagan International Airport offers shuttle service 6am – 8pm every 20 minutes for approximately \$32. Go to the Transportation Desk to purchase a ticket.
 - Super Shuttle service is available at both Dulles and Baltimore Washington International Airports. Call 800-660-8000 for reservations or visit the Transportation Desk in the airport.
 - Metro service is an excellent way to travel around Washington, DC. The metro is an underground subway that traverses the entire district and reaches out in all directions to the suburbs of DC.
 - Water taxi service is available from the Gaylord National to and from several points around Washington D.C., Virginia and Maryland. The Potomac Riverboat Company operates a water taxi service that allows travelers to explore this historic region from the dynamic perspective of the Potomac River.
 - For current transportation information, please visit the hotel's website under Directions & Transportation.

- **Directions** – For directions from any of the three local airports to the hotel, please visit the hotel’s website under Directions & Transportation
- **Parking** – Parking is available at the hotel for a fee. Please visit the hotel’s website for current details.
- **Sightseeing** – Washington, DC offers a wide variety of sightseeing opportunities including the Washington Monument, Arlington National Cemetery, National Air & Space Museum, Smithsonian Museum, Washington National Cathedral and many, many more. There is something for everyone. Visit the following links to make your plans:
 - **National Cherry Blossom Festival** – The National Cherry Blossom Festival is an annual two-week event (March 27-April 11) that celebrates springtime in Washington, DC as well as the 1912 gift of the cherry blossom trees and the enduring friendship between the people of the United States and Japan. For further information, visit the following website:
<http://www.nationalcherryblossomfestival.org/cms/index.php?id=390>
 - <http://washington.org/>
 - <http://www.thedistrict.com/>

Questions

If you have any questions about registration, please contact SAE Customer Service at 1-877-606-7323 (+1-724-776-4970 outside the U.S. and Canada) or email: customerservice@sae.org,

For meeting related questions, please contact Becky DeGutis at bdegutis@sae.org or call +1 724-772-4083.

We look forward to your visit in April 2010!