



Congratulations on your acceptance to the ADL's (Anti-Defamation League's) Advanced Training School (ATS) course on Extremist and Terrorist Threats. We look forward to your participation in the course.

Starting and Ending Times

Course registration will take place on **Monday, December 10 at 2:00 pm (Eastern Time)** at the Mayflower Hotel. You will want to arrive early to check-in to the hotel prior to registration. The first session will begin promptly at 2:30 pm on Monday. The course will conclude on **Wednesday, December 12 by 4:00 pm.**

Transportation to and from Washington, DC

For participants traveling by plane, you will want to book your flights arriving in Washington by 12:30 pm on Monday, December 10, and departing no earlier than 6:00 pm on Wednesday, December 12.

*****Please email your travel itinerary to Elise Jarvis at ejarvis@adl.org by no later than Friday, November 9.*****

The closest airport is Reagan National Airport (DCA), which is about 5 miles from the hotel. A taxi from the airport to the hotel will cost you about \$18. (You also have the option of taking the subway ("Metro"), which will cost about \$2.)

The next closest airport is Dulles (IAD), which is about 25 miles from the hotel. A taxi will cost about \$65. The airport shuttle service will cost \$29. (Just bear in mind that it may make several stops, and might not take you the fastest, most direct way to your hotel.)

Baltimore/Washington International (BWI) Airport is also an option, although it is located about 35 miles from the hotel. A taxi will cost about \$70. The airport shuttle service will charge \$37. (Again, it may make several stops, and might not take you the fastest, most direct way to your hotel.)

Hotel Accommodations

All participants will stay at the Mayflower Hotel (1127 Connecticut Avenue, NW, Washington, DC 20036). ADL will make your reservation for you. Hotel accommodations for two nights (Monday, December 10 and Tuesday, December 11) will be provided.

******If you are traveling from the West coast or are unable to arrange for a flight on Monday, December 10 that will enable you to get to the hotel by early afternoon, please let us know by November 9 and, if necessary, we will arrange for hotel accommodations for you on Sunday night, December 9 as well.******

The hotel will require a copy of your credit card upon check in. You will NOT be charged for the cost of the room. You will only be charged for any telephone, internet, or hotel services you elect to use during your stay.

Meals

Breakfast, lunch and dinner will be provided to ATS participants during the course of the program. If you have any food allergies or special dietary needs, please notify Elise Jarvis at ejarvis@adl.org and we will do our best to accommodate your diet.

Attire

Dress for ATS participants is business casual throughout the course. No jeans please.

Contact Information

Elise Jarvis, Director for Law Enforcement Outreach and Community Security, may be reached via email at ejarvis@adl.org or by phone at (202) 261-4612.

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