THE LOGISTICS CLUSTER GLOBAL MEETING
30 MAY TO 1 JUNE 2018

The Logistics Cluster Global Meeting will take place on the **30, 31 May and 1 June 2018**, and will be hosted by USAID’s Office of U.S. Foreign Disaster Assistance (OFDA) in Washington, DC, USA.

**LOCATION:**

USAID Address:

**555 12th Street NW, Washington, DC 20004**

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**VENUE INFORMATION:**

PLEASE NOTE: The meetings commence at the following times on the each day. (Lunch will be provided all three days):

- Suggested attendee arrival: Tuesday 29 May
- Meeting start/Registration 8h30 on 30 May
- Meeting end: 17h00 Friday 1 June (optional Academic Market Place 15h30-17h00)
- Suggested attendee departure: Friday 1 June (after 20h00)

Please be in the meeting room **at least 10 minutes** before the start of the meeting. (See venue map)

**Venue Entrance:**

- Enter building at 12th Street side (see red arrow below).
- Take elevators to the right of the security desk.
- Go to “C” (Concourse Level).
- Follow arrow (below) to the USAID entrance.
- Proceed to the pink highlighted conference room.
ARRIVAL AND DEPARTURE OF PARTICIPANTS:

We kindly ask for you to arrive in Washington, DC by the evening of 29 May 2018. Please organise your return flight departure no earlier than 20h00 on 1 June 2018.

VISAS:

All meeting attendees must obtain a relevant visa before entering the US. Depending on your nationality, country of residence and previous travel, different procedures may apply for obtaining a visa.

We recommend you contact your nearest U.S. Embassy or Consulate or see the following website for more information on applying for a visa: https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html#overview

ACCOMMODATION:

Please be advised that although there is a huge variety of accommodation options in the area around the meeting venue, accommodation in Washington, DC can quickly become booked up and the cost can be extremely high. We highly recommend that you reserve your accommodation as soon as possible, especially in light of the fact that these dates overlap with an American holiday (Memorial Day). Please see the following recommended websites which can provide accommodation options in the area around the meeting venue:

Hotels and hostels:
- https://www.hotels.com/
- https://www.booking.com/
- https://www.expedia.com/
- http://www.hostels.com

Apartment Rental:
- https://www.airbnb.com/
TRANSPORT AND OTHER INFORMATION:

From Washington, DC (Dulles) Airport (IAD) to the city:
- Board 5A Bus towards LENFANT PLAZA STATION
- Exit at N MOORE ST & ROSSLYN STATION BUS BAY C
- At the ROSSLYN METRO STATION, board the Silver Line to LARGO TOWN CENTER
- From the Silver Line you can connect to other Metro lines that run throughout the city.

From Baltimore/Washington International Airport (BWI) to the city:
- Board the BWI Amtrak/MARC Shuttle from the airport
- Exit at the BWI AMTRACK/ MARC STATION
- At the BWI MARSHALL RAIL STATION board the MARC (Washington Local) Train towards UNION STATION
- Exit at UNION STATION (Downtown Washington DC)
- To connect to Metro lines board the Red Line at UNION STATION

Taxis:
- Uber is widely used in the Washington area. This is the fastest way (and cheaper than normal taxi) to travel from Dulles Airport (IAD) to downtown DC.

Transport within the City:
- Once in Washington, the Metro System (bus and light rail) is an easy way to get around. The nearest station to the meeting venue is Metro Center Station (blue, orange, red, silver lines).
- Use the WMATA website to plan your trip: https://www.wmata.com/schedules/trip-planner/

COSTS:

Lunch - For participants, the cost of coffee and lunch will be covered during all meeting days.
Dinner - For those who confirm, information on dinner events will be shared closer to the time.

Please be aware that all costs for transport to and from the meeting venue, as well as accommodation for the duration of the meeting must be covered by participants.

DINNER LOCATIONS

Wednesday May 30: Mastro’s Steakhouse - 600 13th St NW
Thursday May 31: Clyde’s of Gallery Place - 707 7th St NW

**Dress Code and Weather in Washington DC:**

Meeting dress code: Smart casual

**Administrative Questions:**

Please direct all administrative questions to:

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