

Travel Guidelines and Procedures

The following are the guidelines and procedures to keep in mind as you prepare for your travel to Washington, DC.

1. TRANSPORTATION

Groups of 12 or More

1. Transportation will only be provided for groups of 12 or more
2. **Groups must arrive/depart at/from Washington Reagan National Airport (DCA)**
3. Groups arriving/departing at/from other airports will be charged an additional fee for pick-up

Groups of less than 12

1. Groups of 12 or less are required to arrange travel to and from the airport
2. Arrangements from Washington Reagan National Airport (DCA) may be available by calling **Super Shuttle at 800-258-3826 or 800 BLUE VAN.**

BCLI representatives will be available for 24hr support during travel dates at: **202-255-6186 or 202-255-6187**

2. AIRPORT PROCEDURES

- Federal ID is required to check-in.
- **Student ID** is required for those under 18.

BAGGAGE*

Most airlines now charge a \$15 to \$25 fee for each checked bag **each way** when traveling within the U.S. This fee must be paid at the airline counter upon checking the baggage.

Passengers can still take their carry on luggage. However, a second checked bag has a fee of \$30 to \$35.

Bag requirements

- **Maximum weight:** 50 lbs (23 kg)
- **Measurements:** 62 linear inches (157 cm) (total length + width + height)
- **Overweight:** Checked baggage over 50 lbs (23 kg) and not exceeding 70 lbs (32 kg) will be charged at the rate of \$50.00 per piece.
- Baggage weighing more than 70 lbs (32 kg) will NOT be accepted as checked baggage

Each participant will have to carry their own bags to the buses and to their hotel rooms, so ensure that students pack accordingly

3. TRAINING SITE

Arlington Court Suites
1200 North Courthouse Road
Arlington, VA 22201
Phone: (703) 524-4000 (www.arlingtoncourthotel.com)

Hotel check-in/out

1. Check-in time is 3 p.m., so travel arrangements should be made accordingly.
2. Departures: Before 10:00am on the program end date.

Upon arrival at the hotel, please look for the BCLI table where important materials and instructions will be given.

Finally, as soon as flight arrangements are made, PLEASE FAX to 202-544-7256 to the attention of Brenda Corral

* Please check with your airline to confirm their specific fees/requirements.