

What You Should Know (Presenters and Participants)

Transportation and Parking

Charles Sumner School Museum and Archives is located on the corner of 17th and M Streets NW. Metered street parking is available from 9:30am – 4:00pm, however, it is **extremely limited**. It is highly recommended that you use Metro. The closest stops are Farragut North (Red line) and Farragut West (Blue/Orange/Silver lines). There are several parking garages within walking distance with daily rates ranging from \$15.00-\$30.00.

Entrance

The Museum opens at 9:00 am. The main entrance is located on 17th Street. A security officer will be there to greet you. Please bring at least one form of identification to access the building. If you arrive before the Museum opens inform the officer that you are participating in the Archives Fair. A list of fair participants and presenters will be at the desk. If you have any problems, please call Crystal Hurd at 202.730.0479.

Hospitality Room and Food

A welcome station will be available on the same floor as the Lecture Hall (see map). This will serve as the hospitality suite for presenters and fair participants. Water will be available beginning at 10:00am in Hospitality Room 101 and throughout the day. Food and drinks can only be consumed in the Hospitality Room. Water is allowed in the Great Hall and Lecture Hall. Lunch is on your own. There are a number of eateries within walking distance of the Museum. Options include Potbelly's, Subway, Cava, Yafa, Nando's, Roti, Noodles and Company and Chopt. You are welcome to bring your lunch back to the Museum to enjoy it in the Hospitality Room with presenters and participants.

Restrooms

Public restrooms are located on each floor of the Museum. A gender-neutral restroom is available on level two of the Museum.

Panelists

Presentations, held in Lecture Hall 102, will be recorded for later use. Panelists must speak into a microphone at all times and multiple presenters will have to share microphones. Microphones, a podium, screen and projector will be available. Please bring presentations on a USB flash drive, if applicable.

Fair Participants

Tables for the fair will be set up in the Richard L. Hurlbut Memorial Hall (Room 300). Table spaces will be identified in advance with the name of the repository on each one. Please **bring a tablecloth**. Individual tables are six feet. Shared tables are eight feet. You are not required to participate the entire length of time. Many repositories share time slots with colleagues from their institutions. Please bring business cards and information relating to internship opportunities to share with students.

Laptops are welcome. **Please power up and bring an extension cord or surge protector**. DC free wi-fi is available but if internet access is required, it is a good idea to bring a backup in case of slowdowns or unforeseen problems. The Sumner Museum has a number of lockers to store valuables if needed. Please feel free to tour the Sumner Museum at your leisure during the fair. If you have, any questions or concerns please feel free to contact the Sumner Museum's Main Office at 202.730.0479.