

DATE: January 4, 2010
TO: Parents, Family & Friends of 1st Place Regional Winners
2010 National Engineers Week Future City® Competition

FROM: Bill Knight, MTA, CSEP
National Program Manager
National Engineers Week Future City® Competition
1420 King Street
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RE: 2010 FUTURE CITY NATIONAL FINALS
FEBRUARY 13 – 17, 2010
HYATT REGENCY WASHINGTON ON CAPITOL HILL
WASHINGTON, DC

**Congratulations on your team winning your
Future City Regional Competition!**

The Future City National Finals Competition will be held from Saturday, February 13, to Wednesday, February 17, 2010 at the Hyatt Regency Washington on Capitol Hill. The Future City National Headquarters Staff is available to answer your questions, and to help make your trip to the National Finals enjoyable.

What follows is important information regarding your family's trip to Washington, DC and the National Finals Competition that we urge you to read on a timely basis.

If you have any questions, during normal business hours please contact:

Bill Knight, National Program Manager, at 703-684-2889
(bknight@futurecity.org)

OR

Alex Underwood, Program Assistant, at 703-684-2865
(alexunderwood@futurecity.org)

1. **TRAVEL ARRANGEMENTS - TEAM**

All airline travel arrangements for the winning team must be made through Travel Partners, LLC at 1-800-884-0070 or by email (*the preferred method*) at **office@travelpartnersllc.com**. You must mention “Future City Competition” when making your reservation.

- In order to participate in all scheduled activities and functions, teams should arrive at the Hyatt Regency Washington on Saturday, February 13 by 6:00 p.m. (EST) and depart Wednesday, February 17, 2010.
- Teams will be flown to the National Finals the most economical way. Some teams will fly into Ronald Reagan Washington National Airport (DCA) or Washington Dulles (IAD) and some teams will fly into Baltimore Washington International Airport (BWI) depending on lowest airfare cost.
- A master account has been set up by Future City National Headquarters with Travel Partners, LLC to pay the cost of the airfare for the five authorized winning team members (three students, one teacher and one engineer mentor).

NOTE: Future City will pay for a luggage fee assessed by the airline, up to \$25 each way per team member. This is valid for one (1) piece of luggage.

2. **TRAVEL ARRANGEMENTS - FAMILY & FRIENDS**

Once the team’s airline reservations have been made and the travel itinerary has been approved, family members and others may contact Travel Partners directly to make their own travel arrangements.

- (*preferred method*) at: **office@travelpartnersllc.com**
- Ph: 1-800-884-0070

GROUND TRANSPORTATION

□ Ronald Reagan National Airport

Teams will be responsible for the cost of the ground transportation to and from Ronald Reagan Washington National Airport and the Hyatt Regency Washington on Capitol Hill. The Hyatt Regency Washington does not operate its own shuttle service to and from Ronald Reagan Washington National Airport.

- The Washington DC Metro subway system is available between the airport and the hotel. For additional information on the subway system go to: www.wmata.com
- For information on the Washington area Super Shuttle, you may call 1-800-258-3826 or go to their web page at www.supershuttle.com
- Taxicabs are available to and from the airport and the hotel.
- Additional information may be obtained through www.washington.org (the official tourism site for Washington, DC) and from www.metwashairports.com (the official site for the Metropolitan Washington Airports Authority).

GROUND TRANSPORTATION

- Baltimore-Washington International Airport (BWI)
- Washington Dulles International (IAD)

(Future City will cover the cost of the Blue Van Shuttle Bus for Team Members Only)

BWI Instructions Ground transportation from airport to Hyatt Regency Hotel can be arranged through Super Shuttle at: www.supershuttle.com or 1-800-258-3826. Reservations are not required. After you claim your luggage, proceed to one of the two ticket counters – both located on the lower level baggage claim area. One is near baggage claim #1 (Southwest Airlines Terminal – Concourse A) and the other is near baggage claim #10 (Concourse C). They are open between the hours of 6:00 AM and 2:00 AM. For shared ride service (up to 10 passengers in party), the cost is \$37 for first person, and \$12 for each additional person. Reservations are not required.

IAD Instructions: Ground transportation from airport to Hyatt Regency Hotel can be arranged through Super Shuttle at: www.supershuttle.com or 1-800-258-3826.

Super Shuttle's door-to-door shared ride van service is available to and from Washington Dulles International Airport. The Super Shuttle ticket counters are located on the far ends of the Ground Transportation Level of the Main Terminal. Shuttles operate on an on-demand basis. No reservations are needed for outbound service from the Airport.

BLUE VAN: BLUE-VAN shuttle is the only transportation method from BWI and IAD to the Hyatt Regency Washington on Capitol Hill, Washington, DC that will be paid by the Future City Competition for the authorized team members.

3. HOTEL ACCOMODATIONS - TEAM

Arrangements will be made by Future City National Headquarters for all team members for room accommodations at the Hyatt Regency Washington on Capitol Hill for arrival on Saturday, February 13 and departure Wednesday, February 17, 2010.

All team members must stay at the Hyatt Regency Washington, a full service hotel. The hotel is located at 400 New Jersey Avenue, NW, Washington, DC 20001. The phone number for the hotel is 202-737-1234.

- **DO NOT** call the Hyatt Regency to make room reservations. Reservations for team members will be made by Future City National Headquarters.
- Students will be placed in rooms with two double beds. Students will be assigned rooms based on gender with teammates' preference first.
- The teacher and engineer mentor will each receive one room with two double beds, a queen-sized bed, or a king-sized bed, depending upon availability. **No special room type requests can be honored.**
- Upon arrival at the hotel, either the teacher or the engineer mentor is to check-in the entire team at the Front Desk.

If family members and others are accompanying the team, they must make their own hotel reservations.

4. HOTEL ACCOMODATIONS – FAMILY & FRIENDS

Family members and others accompanying the team are welcome to stay at the Hyatt Regency Washington on Capitol Hill and to take advantage of the Future City group rate of **\$184 per night plus tax**.

- Family members and other attendees are encouraged to make their hotel reservations for the Hyatt Regency Washington on line at www.futurecity.org/finals or by calling the hotel directly at 202-737-1234.
- In order for family members to receive the Future City group rate when calling the hotel directly to make room reservations please provide the reservation code “NEW2”.
- In order to receive the Future City Group rate, reservations for family members and others must be made by February 1, 2010

5. ONLINE REGISTRATION - FAMILY & FRIENDS

Family and Friends attending the 2010 FC National Final will be required to register for and to wear a name badge at FC events.

- It is highly recommended that family and friends register online prior to coming to Washington DC. To register, go to: www.futurecity.org/finals and click on “**Family & Friends Registration**”. From the drop down menu, select the Region (state and, if applicable, the city or area) that your team is representing at the National Finals (e.g. FC Alabama, FC Pennsylvania (Philadelphia), or FC Texas (Central) and complete the registration form.
- Name badges for those who have preregistered via the Future City web site will be available for pick-up at the Family & Friends Registration & Activity Desk on Saturday, 2/13, Sunday, 2/14 and Monday, 2/15.
- Deadline to register online is February 3, 2010
- On-site registration will be available for those who do not register prior to deadline.

6. WELCOME PARTY – TEAM, FAMILY & FRIENDS

A welcome party for team members, family and friends will be held on Saturday, February 13 from 7:00 pm – 9 pm at the Hyatt Regency Washington. Refreshments will be served.

7. PARENT ORIENTATION

An orientation and question-and-answer session for the parents of team members will be held on Sunday, February 14 from 10:30 am – 11:15 am at the Hyatt Regency Washington. Coffee and Tea will be served.

ITINERARY OF ACTIVITIES (2/13 - 2/17/2010)

(Subject to Change)

Date	Time	Activity	Meeting Room
2/13 Saturday	3:00 pm--8:00 pm	Team Registration <i>Team Members pick up Welcome Packet</i>	Congressional C/D
	3:00 pm--8:00 pm	Family & Friends Registration & Activity Desk	Congressional Foyer
	7:00 pm--9:00 pm	Welcome Party <i>Team Members, Teachers, Mentors, Family & Friends</i>	Congressional A/B
2/14 Sunday	8:30 am--9:30 am	Mandatory Welcome Breakfast – Team Members Only	Columbia A/B
	9:30 am--1:30 pm	Model Unpacking & Set Up – Team Members Only	Columbia A/B/C Columbia Foyer Regency Foyer
	10:30 am--4:00 pm	Family & Friend Registration & Activity Desk	Regency Foyer Wall
	10:30 am--11:15 am	Parent Orientation	TBA
	1:30 pm – 2:00 pm	Special Awards Judges Briefing	TBA
	2:00 pm – 5:00 pm	Special Award Judging <i>Team Members Only</i>	Columbia A/B/C Regency Foyer Columbia Foyer
	5:00 pm--10:00 pm	The Zone <i>Team Members, Family & Friends</i>	Yellowstone/Everglades
	6:00 pm--8:00 pm	Public Viewing of Models	Columbia A/B/C Columbia Foyer Regency Foyer
	6:30 pm--8:30 pm	Teachers/Engineers Meeting	Capitol A
	7:00 pm--9:00 pm	Regional Coordinators Dinner <i>Regional Coordinators Only</i>	Off-site
2/15 Monday	7:45am – 8:15 am	Preliminary Judges Briefing	Lexington/ Bunker Hill
	8:30 am – 2:30 pm	Preliminary Judging <i>Team Members, Family & Friends</i>	Columbia A/B/C Columbia Foyer Regency Foyer
	8:30 am--4:00 pm	Family & Friend Registration & Activity Desk	Regency Foyer Wall
	9:15 am – 2:45 pm	Team Photos <i>Team Members Only</i>	Valley Forge
	3:30 pm – 5:00 pm	Regional Coordinators Meeting <i>Future City Regional Coordinators Only</i>	Lexington/Bunker Hill
	7:00 pm--10:00 pm	The Zone <i>Team Members, Family and Friends</i>	Yellowstone/Everglades
2/16 Tuesday	7:00 am – 3:30 pm	Press Registration	Regency Foyer Wall
	7:30 am--8:15 am	National Final Judges Briefing	Regency Foyer
	8:15 am--12:30 pm	National Finals <i>Team Members, Family and Friends</i>	Regency Ballroom
	11:30 am--1:00 pm	Corporate Displays and Evaluations <i>Team Members, Family and Friends</i>	Regency Ballroom
	2:00 pm--3:30 pm	Special Awards Ceremony <i>Team Members, Family and Friends</i>	Regency Ballroom
	3:45 pm--5:00 pm	Model Packing	Regency Ballroom
	7:00 pm--9:30 pm	Celebration Party <i>Team Members, Family and Friends</i>	Columbia A/B/C
2/17 Wednesday	All Day	Teams Depart for Home	