

**National Institutes of Health
Office of Strategic Coordination, The Common Fund**

2017 NIH Data Commons Pilot Phase Consortium Meeting

December 7-8, 2017

Pre-meeting Logistics for General Attendees

This information will assist you in planning for your participation at the **2017 Data Commons Consortium Face-to-Face Meeting** organized by the National Institutes of Health (NIH) Common Fund Program. To Learn more about Common Fund Programs and Big Data to Knowledge, please visit <https://commonfund.nih.gov/bd2k/commons>.

Rose Li and Associates, Inc. (RLA) is providing planning and logistics support for this meeting. For general and meeting logistics questions, please contact Carrine Todman-Lewis at carrine@roseliassociates.com.

By Wednesday, November 22, 2017, please [register](#) for the meeting and finalize your travel plans!

Important Details for Data Commons Awardees

Data Commons Awardees are responsible for making their own travel arrangements and covering the costs of travel and accommodations for up to three (3) individuals from their award budgets in accordance with the Terms and Conditions of the Data Commons award. At least one attendee must be the Awardee, but if the Awardee cannot attend, a senior individual associated with the award may attend in the Awardee's place so long as that designee has the authority to officially agree to collaborations, facility resources, and changes to the award's scientific direction. The Awardee may also bring two delegates to the meeting for a total of three in-person attendees. In situations where the award is funded to address three or more Key Capabilities with sub-awards, Awardees may submit a request to the Approving Official (AO) for consideration no later than November 27, 2017. A business representative with authority to officially negotiate and commit the Awardees' institution to award changes must be available by phone or Web Ex during the meeting. Unless otherwise approved by the AO, travel expenses to the meeting are limited to \$15,000.

Meeting Website and Registration

Please click [here](#) to access logistical and other information and to register for the meeting. The [event website](#) will be updated as additional resources become available. Please note that **event registration will close on Wednesday, November 22, 2017**.

Meeting Schedule

The **2017 Data Commons Consortium Face-to-Face Meeting** will be held as follows:

- **Thursday, December 7, 2017**, 8:00 a.m. – 5:00 p.m.
- **Friday, December 8, 2017**, 8:00 a.m. – 5:00 p.m.

This is a closed meeting; open to Data Commons Awardees, NIH staff and affiliates only.

Please note a detailed agenda will be distributed and available on the website prior to the meeting and the meeting may adjourn earlier in the afternoon on Friday, December 8th.

Meeting Location and NIH Campus Security

The meeting will be held in room 620 in the John Edward Porter Neuroscience Research Center, on the NIH main campus, located at 35 Convent Drive (Building 35) in Bethesda, MD. All visitors to the NIH campus must enter through the NIH Gateway Center. **Please allow time to scan your belongings and obtain a visitor badge. A government-issued photo ID is required.**

The Gateway Center is located adjacent to the metro escalators, visitor parking structure MLP11, and the taxi drop-off area accessible via NIH Gateway Center Drive, which is accessible via the southbound lanes on Rockville Pike. A map of the full NIH campus is available at <https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx>.

Once you are through the Gateway Center, you can take a free NIH Campus Shuttle. The campus shuttle stop is directly outside the door of the Gateway Center on the *inside* of the campus gates. To minimize your travel time, use the red line Campus Route shuttle going *to* Building 35 (it will be the fifth stop) and then use the red line Campus Route shuttle *leaving* Building 35 to return to the Gateway Center/Metro (it will be the eight stop). To view the shuttle map and schedule, go to <https://www.ors.od.nih.gov/pes/dats/NIHShuttleServices/Documents/CampusRed.pdf>. Additional NIH campus shuttle information can be found at <http://www.ors.od.nih.gov/pes/dats/nihshuttleservices/Pages/shuttle.aspx>.

Parking is limited onsite at NIH. Visitors must park in select parking lots at an hourly fee that will not be reimbursed. In addition, since this is a Federal facility, your vehicle is subject to a security check, which will require that you allow additional time to arrive at the meeting on time. You are strongly encouraged to take public transportation, if possible. For information on parking onsite at the NIH campus, visit <https://www.nih.gov/about-nih/visitor-information/parking>.

Please note, if you park on campus, you will likely need to take a shuttle to the building where the meeting will be held.

The Bethesda Marriott Hotel (event host hotel) offers a complimentary shuttle to and from the NIH campus (via the Medical Center Metro Station stop).

Hotel Accommodations

A block of sleeping rooms is being held at the Bethesda Marriott Hotel for the nights of December 6 (Wednesday) and December 7 (Thursday), and a limited number of rooms on December 8 (Friday), for those who are unable to travel out following the meeting. The Bethesda Marriott Hotel is located at 5151 Pooks Hill Road in Bethesda, MD. To reserve a room at the group discounted rate of \$201 per room, per night, plus 13% tax (\$227.13 total per night), please visit <https://aws.passkey.com/e/49536390> or call toll-free at 800-228-9290 and reference the **2017 Data Commons Consortium Face-to-Face Meeting**. The cut-off date for hotel reservations in the group block is **Wednesday, November 22, 2017**. Please make your hotel reservations without delay!

Travel Arrangements

All attendees must make travel arrangements on their own.

If you require assistance to book your travel arrangements, please contact World-Wide Travel Associates (WWTA) **no later than Wednesday, November 22, 2017**. Please be prepared to provide a credit card for payment. WWTA's hours of operation are 7:00 a.m. to 8:30 p.m. ET. You may reach a travel agent by phone, email, or online.

- Direct Dial: 202-688-1986
- Direct email: RLA@wwtainc.com
- Online: <https://www.wwtainc.com/datacommons>

Ground Transportation between Airports and Hotel

Taxi Information:

- Dulles International Airport (IAD)
 - Washington Flyer Taxi: 703-661-6655
- Baltimore Washington Thurgood Marshall International Airport (BWI)
 - BWI Taxi Management, Inc.: 410-859-1100
- Ronald Reagan Washington National Airport (DCA)
 - Barwood Taxi: 301-984-1900
 - Blue Top Taxi: 703-243-8294

Metro Subway: Ronald Reagan Washington National Airport (DCA) is the only area airport with immediate access to the Metro subway system. If DCA is your destination, you can travel on the Blue Line from DCA toward Largo Town Center to Metro Center Station and then transfer to the Red Line in the direction of Grosvenor or Shady Grove, exiting at the [Medical Center Metro Station](#). If you are traveling via Amtrak, take the Red Line from Union Station in the direction of Grosvenor or Shady Grove and exit at the [Medical Center Metro Station](#). For further information regarding Metro subway transportation in the Washington, DC area and to determine how long the trip would take, please see <http://www.wmata.com>.

Shuttle: The Bethesda Marriott Hotel offers a complimentary shuttle to and from the Medical Center Metro Station that runs every half hour from 6:30 a.m. to 11:00 p.m.

Parking: There is self-parking available at the Bethesda Marriott Hotel for overnight guests, at the daily rate of \$16. The [Bethesda Marriott Hotel](#) website provides additional information about its location and ground transportation options.

Ground Transportation between Hotel and Meeting Location

The Bethesda Marriott Hotel is 1.4 miles from the NIH Gateway Center visitor entrance to the NIH main campus. You may walk, take a taxi, or take the hotel's complimentary shuttle between the hotel and the NIH campus (via the Medical Center Metro Station stop). The Medical Center Metro Station stop is adjacent to the NIH Gateway Center visitor entrance. Building 35 is 1.5 miles (6 minutes) from the NIH Gateway Center visitor entrance.

Meals

Participants are responsible for obtaining all meals and refreshments on their own during the meeting. There are multiple food options available in Building 35 (located adjacent to the meeting rooms), including a snack bar, limited-service Starbucks, and a cafeteria that offers hot and cold food items. A list of restaurants located in and around the Bethesda Marriot hotel are provided on the [hotel's website](#).

Contacts

NIH Data Commons Program Contact

Tonya Scott

Office of Strategic Coordination

Office of the Director

National Institutes of Health

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Meeting Logistics Contacts

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