



hosted meetings at hhmi headquarters

philosophy

The Howard Hughes Medical Institute provides an excellent venue for small conferences and meetings in support of national STEM education reform. We think that exercising the convening power of HHMI is an important way to support STEM education community development, to advance collective efforts toward improving undergraduate STEM education, and to disseminate new ideas and models for institutional practice. We are able to occasionally consider proposals for hosted meetings by outside organizations whose goals align well with ours.

location

Our Conference Center is located at HHMI headquarters, 4000 Jones Bridge Road, Chevy Chase, Maryland which is just outside of Washington, D.C., not far from NIH.

accommodations

Situated on a lovely 36.4-acre campus, we feature hotel accommodations for up to 50 guests and a staffed facility that includes large and small group conference spaces, complimentary wireless internet access, state-of-the-art audio-visual, dining room, lounges, and a 24-hour fitness center. Each guest room has a private bath, queen size bed, desk and chair, iron and ironing board, hair dryer, and alarm clock. The HHMI campus provides a retreat-like venue that enables conference participants to stay and work on-site without interruption. Our grounds include beautiful gardens, outdoor sitting areas and walking trails for guests to use.

The HHMI Conference Center does not have the capacity to extend accommodations to spouses or family members under most circumstances. Only meeting participants may stay at the conference center and participate in the on-site activities of the meeting, including receptions and meals. Accommodations to support participation of nursing mothers should be made by prior arrangements with conference services staff. In addition, conference spaces and several guests' rooms are wheelchair accessible. An ADA-compliant guest room is available upon request.

Check-in occurs after 1:00 pm on the first day of the conference. Please note that HHMI is a secure campus and guests will not be allowed access prior to the scheduled arrival date. However, if travel plans require an earlier arrival, we will do what we can to accommodate guests.

HHMI Conference Center/Campus is a Non-Smoking environment. Smoking is not permitted in the buildings, guest rooms, or the campus grounds.

meeting and conference services

HHMI staff work with meeting organizers to translate meeting objectives into a conference schedule that optimizes participant interaction and productivity. Some services include the following:

- Website for meeting agenda and conference logistics
- Registration packet/meeting materials coordination and assembly
- Audio/visual coordination
- Remote conferencing capabilities
- Printed participants' name badges

- Poster Sessions coordination (printing and shipping services are not provided)
- Transportation and travel coordination

meeting registration

Meeting organizers will work with HHMI staff to invite and register meeting participants using HHMI’s online registration system. All guests, overnight and day, will be required to register online. HHMI staff will coordinate with meeting organizers on the guest lists. There is no registration fee for our conferences, and we cover the cost of food and accommodations on-site.

travel services

Our Travel Services office is staffed to assist guests with travel arrangements to HHMI. We request that guests coordinate travel via the meetings registration system with our staff in order to secure the most cost-effective rates for travel billed to HHMI.

meals

HHMI’s Food Services Department provides all meals during the entire meeting and plans carefully with the expectation that meeting participants will be present at all meals. Vegetarian options are available at each meal, and beverage and snack stations are available throughout the day. We are able to accommodate dietary restrictions (e.g., Kosher, vegan, gluten-free, dietary allergies) with advance notice or requests made during the registration process.

fitness center

HHMI’s Fitness Center is equipped with a wide array of cardiovascular and strength training equipment and locker rooms. Guests interested in the facility must sign an online *HHMI Fitness Facilities Usage Agreement* during the registration process and should bring appropriate clothing. A tennis court is also available, weather permitting. The Fitness Center is open Monday through Friday, 24 hours per day.

parking

Free parking is available for guests planning to drive to HHMI.

transportation service

HHMI does not offer transportation to campus but does offer transportation service to the area airports or train station at the close of each conference. Guests will confirm if transportation service is required at check-in.

area airports

	<i>Ronald Reagan Washington National Airport (DCA)</i>	<i>Washington Dulles International Airport (IAD)</i>	<i>Baltimore/Washington International Thurgood Marshall Airport (BWI)</i>
<i>Airport Phone</i>		703.572.2700	410.859.7111
<i>Estimated distance to HHMI</i>	22 miles	28 miles	34 miles
<i>Estimated travel time to HHMI</i>	35-45 minutes	45-60 minutes	45-60 minutes
<i>Estimated taxi fare</i>	\$50-\$70	\$75-\$85	\$75-\$90
	Visit DCA airport website	Visit IAD airport website	Visit BWI airport website

other local transportation

- Union Station (Bus Station and Amtrak Train Station)
- Estimated distance to HHMI: 23 miles
 - Estimated travel time to HHMI: 35-45 minutes
 - Estimated taxi fare: \$45-50
 - [Visit Union Station website](#)

[Metro](#) Subway Station

HHMI is located close to the *Medical Center/NIH* subway stop on the Metro's red line (train

headed towards Shady Grove). Metrorail service is only available from National Airport (DCA) and Union Station.

- Buses from *Medical Center/NIH* subway to HHMI
 - J1 Metro Bus marked *Silver Spring Station* (from Bus Bay F) (10 min ride)
 - 33 Ride-on Bus marked *Glenmont* (from Bus Bay C) (15 min ride)
 - Bus stop is at Jones Bridge Road & Platt Ridge Drive
- An HHMI shuttle mini-van picks up at the Medical Center stop in the morning (7:45, 8:15, 8:45, and 9:15) and afternoon (4:15, 4:45, 5:15, & 5:45). The shuttle is available on an on-call basis between 9:30 am – 3:45 pm. If arriving during the on-call hours, contact our main number, 301.215.8500, to arrange for pick up from the Medical Center stop.
 - Estimated distance to HHMI: 1.2 miles
 - Estimated walking time to HHMI: 24 minutes
 - Estimated driving time to HHMI: 3-5 minutes

driving directions

From Ronald Reagan Washington National Airport (DCA)

- Take George Washington Parkway North to Interstate 495 (Beltway) into Maryland.
- Stay in the right lanes following signs for Interstate 495 toward Baltimore.
- EXIT at 33—Connecticut Avenue South/Chevy Chase.
- Turn right at first light onto Jones Bridge Road.
- Turn left at second light onto Platt Ridge Drive and make an immediate left into the Institute. (If going to the Conference Center, guard will instruct you where to go.)

From Washington Dulles International Airport (IAD)

- Take Dulles Access Road to Interstate 495 North (Beltway).
- Follow 495 into Maryland
- Stay in the right lanes following signs for Interstate 495 toward Baltimore.
- EXIT at 33—Connecticut Avenue South/Chevy Chase.
- Turn right at first light onto Jones Bridge Road.
- Turn left at second light onto Platt Ridge Drive and make an immediate left into the Institute. (If going to the Conference Center, guard will instruct you where to go.)

From Baltimore/Washington International Thurgood Marshall Airport (BWI)

- Baltimore-Washington Parkway South to Washington Beltway—Interstate 495.
- Head North toward Bethesda/Silver Spring. (Do not follow sign for Richmond.)
- EXIT at 33—Connecticut Avenue South/Chevy Chase (Turn left at light toward Chevy Chase.)
- Turn right at first light onto Jones Bridge Road.
- Turn left at second light onto Platt Ridge Drive and make an immediate left into the Institute. (If going to the Conference Center, guard will instruct you where to go.)

From Washington, DC

- Connecticut Avenue North into Maryland.
- Pass Bradley Boulevard and East-West Highway.
- Turn right onto Manor Road.
- Turn left at first light onto Jones Bridge Road.
- Cross over Connecticut Ave.
- Turn left at second light onto Platt Ridge Drive and make an immediate left into the Institute. (If going to the Conference Center, guard will instruct you where to go.)