



NAVY ACQUISITION CONFERENCE

A NEW ERA IN CONTRACTING:

OPPORTUNITIES FOR THE DoN CONTRACTING COMMUNITY

Monday, April 30 through Thursday, May 3, 2001

** * Conference Information * **

LOCATION: *Hilton – Springfield*
6550 Loisdale Road
Springfield, VA 22150
(703) 971-8900

CONFERENCE REGISTRATION: Conference attendees need to complete registration no later than April 21, 2001 to ensure your attendance at the 2001 DoN Contracting Conference. Registration can be completed on-line at [Http://www.register-now.cms.navy.mil](http://www.register-now.cms.navy.mil). Hotel room reservations must be made separately with the Hilton – Springfield. Please refer to the Accommodations information below. [Register-Now registration instructions](#).

CONFERENCE CHECK-IN: A conference check-in desk will be available at the Hilton – Springfield foyer from 6:00 p.m. to 8:00 p.m., Sunday, April 29, and from 8:00 a.m. to 10:00 a.m., Monday, April 30, 2001. The 2001 DoN Contracting Conference will be, to the extent practicable, a paperless conference. Pertinent information will also be posted on the ABM home page (<http://www.abm.rda.hq.navy.mil>). We will distribute appropriate conference materials at this check-in.

CONFERENCE OPERATIONS:

Incoming Phone Calls and Messages: You may direct incoming phone calls and messages to the desk at the Hilton – Springfield at 703-971-8900. In-coming messages will be posted on message boards located at the rear of the main conference room.

Official Business Phone Calls: We will not have direct access to the Defense Switched Network (DSN). You may place official business outgoing calls from any of the pay phones at the Hilton – Springfield or from your hotel room phone. Obtaining reimbursement for official business calls is the responsibility of the individual placing the calls.

Faxes: Conference attendees may use the hotel front desk to send or receive faxes. The fax number is (703) 971-8527. If someone faxes information to you during the conference, please ask him or her to clearly identify you as the recipient, i.e. use your full name and indicate that you are attending the Navy Acquisition Conference. Note: The charges for in-coming faxes is \$.50 per page. The charge for out-going faxes is \$2.00 for the first page and \$1.00 for additional page. Charges for faxes are your responsibility.

CONFERENCE MEALS: The conference includes continental breakfasts (April 30, May 1, 2, and 3), lunches (April 30, May 1 and 2) and one dinner (April 30). It is your responsibility to ensure that your TDY orders clearly indicate that four breakfasts, three lunches, and one dinner are provided through the conference.

* * *ACCOMMODATIONS* * *

HOTEL ACCOMMODATIONS: We have made arrangements for conference attendees with the Hilton – Springfield. You must let the Hilton – Springfield know that you are with the Navy Acquisition Conference to get the conference rate equal to the prevailing Government per diem rate, exclusive of taxes. This rate is for single occupancy with an agreement for up to four occupants per room. The hotel occupancy tax in Springfield, VA is 6.5%.

Hotel rooms will be reserved on a first-come, first served basis. Those who make their reservations early have the best chance of getting a room at the Hilton – Springfield. When making reservations, you must tell the reservation clerk that you are attending the 2001 **Navy Acquisition Conference**. The Group Code for the conference is “**QUI**.” In the event rooms are not available at the Hilton – Springfield, there is a Hampton Inn (703-924-9444) and a Comfort Inn (703-922-9000) adjacent to the Hilton – Springfield.

Please make your room reservations by April 12, 2001. Conference attendees are responsible for making their own reservations with the Hilton – Springfield. Rooms not reserved by April 12, 2001 will be released for general availability. Reservations made after April 12, 2001, are subject to availability and are not guaranteed at the conference rate. We recommend that you contact the Hilton – Springfield directly at 703-971-8900. Reservations may also be made through Hilton Reservation Service at 1-800-HILTONS or on-line at <http://www.springfieldva.hilton.com>. You must provide the group code “**QUI**” and indicate they you are attending the Navy Acquisition Conference when making these reservations.

Hotel Location: The Hilton – Springfield is located near the intersection of I-95/I-395 and I-495. If approaching from the north, take exit 169A – Franconia. Cross over the interstate and make a right turn onto Loisdale Road. The Hilton – Springfield is immediately on your right. If approaching for the south, take the Springfield-Franconia exit (Exit 169A). Turn left onto Loisdale Road (first light) and a left again into Loisdale Court (the first light on Loisdale Road). The Hilton – Springfield will be ahead on the right.

Parking: Free parking is available at the Hilton – Springfield.

Room guarantee: All room reservations must be guaranteed by the first night’s deposit or by credit card (the hotel assures us that credit cards will not be charged until the first night of the conference). If you reserve your room by mail you must include a check or money order for

the first night's lodging payable to the appropriate hotel. When making reservations, you must tell the reservation clerk that you are attending the 2001 **Navy Acquisition Conference**. The Group Code for the conference is "**QUI**." Remember: Conference registration does NOT cover room reservations. Conferees are responsible for their hotel room charges, taxes and incidentals.

Early arrivals or stay overs are subject to room availability. The Hilton – Springfield is offering conferees the special conference rate before the start of the conference and after the conference. Please discuss early arrival/departure with the hotel when you make your reservations. In addition, there is no additional charge for up to four people in a room. The Hilton – Springfield has king rooms (one king-sized bed) and twin doubles (two double beds). If you do plan on guests, please request appropriate room accommodations when you make your reservation. If you have a room preference, we recommend that you contact the Hilton – Springfield directly at (703) 971-8900. Special requests will be honored to the extent practicable.

Hotel Check-in/Check-out: Check-in time at the hotels is 3:00 p.m. and check-out time 1:00 p.m. for Thursday, May 3rd only at the Hilton -- Springfield. Special requests for early check-in or late check out must be made directly with your hotel. Requests will be honored where possible; however, they cannot be guaranteed.

Hotel Cancellation Policy: Room cancellations must be made not later than 4:00 PM of the date of arrival or your credit card will be charged for one night's lodging.

Room Reservation Substitutions: Hotel reservations agents will handle substitution requests for rooms. You may substitute for someone who has registered for the conference and holds a confirmed room reservation.

Hotel Amenities: The Hilton – Springfield has complimentary parking; on-site laundry facilities as well as a Valet/Laundry service. There is an ATM on-site. The Hilton – Springfield has an enclosed, heated pool. Guests of the Hilton – Springfield may use the Bally's Fitness Center in the Springfield Mall by presenting a photo ID and their room key. The Hilton – Springfield is located in a commercial area and does not have a recommended jogging path.

* * **TRANSPORTATION** * *

There are three airports that service Washington DC: Ronald Reagan National, Washington Dulles International, and Baltimore-Washington International. Information on Reagan National and Washington Dulles can be obtained through the Airport Information Line at 703-661-2700 where an operator is available to handle inquiries seven days a week or by calling the airports directly. The phone number for Reagan National Airport is 703-417-8000, while Washington Dulles is 703-661-2700. Baltimore-Washington can be reached at 410-261-1000 or 1-800-I FLY BWI.

Airport Transportation Services

Transportation from the airport to the Hilton-Springfield is plentiful. There are two methods of shuttle services:

Super Shuttle

1-800-BLUE-VAN

703-416-7884

Charges from the airport to the Hilton-Springfield are approximately \$15.00 from Reagan National or \$22 from Washington Dulles. Super Shuttle also services Baltimore-Washington Airport.

Washington Flyer

703-685-1400

Provides service between National and Dulles Airports.

Local Area Transportation

Washington DC is served by an extensive metro rail and bus system. Fares are variable depending on time of transport and distance traveling. Maps, schedules, and fares are available at the Washington Metropolitan Area Transportation Authority's web site at www.wmata.com. Ronald Reagan National Airport is served by the Metro rail Blue and Yellow lines.

The Hilton-Springfield is located near the Franconia-Springfield Metro stop on the Washington Metro Blue line. From the Metro, the Hilton has a hotel shuttle, which operates on demand between the hours of 7:00 am and 7:00 pm Monday through Friday and 8:00 am and 7:00 pm on the weekend. In addition, the Transportation Association of Greater Springfield (TAGS) operates a bus service that services the Hilton-Springfield from the Franconia-Springfield Metro stop. The TAGS bus services costs \$0.25 per ride. From the Metro, take bus S81 to the Hilton. To travel to the metro from the hotel, take bus S80. TAGS service runs from approximately 6:00 am through 7:00 pm weekdays. More detailed schedules are available at the Hilton-Springfield front desk at check-in.

Taxi companies that service Hilton-Springfield guests include:

Springfield Yellow Cab 703-451-2255

Fairfax Red Top Cab 703-934-4444

*** * MISCELLANEOUS * ***

CONTINUOUS LEARNING: DOD Acquisition Workforce members will earn 20 continuous learning by participating in the entire conference. Attendees will receive a certificate of training with the registration package.

DRESS: Casual business attire is the minimum standard for conference attendees and speakers during conference hours. Examples of business casual attire for men include collared shirts (such as knit, polo, or banded collar-type), sweaters, pressed casual slacks (such as khakis or chinos), and socks and shoes. Examples of business casual attire for women include casual dresses, pressed casual slacks (such as khakis or chinos), skirts (including loose-fitting split skirts), sweaters, collared shirts, and blouses. Military personnel are requested to wear **XXX**

Judgment and common sense are important. As a general rule, if you aren't sure whether an article of clothing is appropriate, don't wear it during conference hours.

DINING

There is a restaurant in the Hilton-Springfield and several in the Springfield Mall across the street. There are also numerous restaurants in the nearby area. A detailed list will be provided at the time of conference check-in. Conference participants must ensure that their TDY orders indicate that four breakfasts, three lunches, and one dinner will be provided through the conference.

WASHINGTON AREA ATTRACTIONS: Some conference attendees may wish to view the attractions in the Washington area during their free time. A link to a list of some of these attractions is available at [www](#). Many of these attractions do not have convenient parking nearby. However, many attractions are located near Metro rail stops. Information on parking or Metro stops servicing the attraction should be obtained from the attraction facility's staff.

SPOUSES OR GUESTS OF CONFERENCE ATTENDEES: Conference attendees may choose to bring spouses or guests to the conference. The Hilton – Springfield will permit up to four occupants per hotel room at no additional charge (please see HOTEL ACCOMODATION above). However, we do not have a program of activities for spouses or guests.