

APRIL 28, 2022



OPENING DOORS

2022 DIVERSITY AND
INCLUSION SYMPOSIUM

THE NATIONAL PRESS CLUB
WASHINGTON, D.C.

CREATING OPPORTUNITIES THROUGH INCLUSION

KNOW BEFORE YOU GO

The Five Star Institute welcomes you to the 2022 Diversity & Inclusion Symposium! To help you prepare, we have put together this guide, so you are ready for a successful event. In addition to this document, you can also refer to the event website.

<https://fivestarglobal.swoogo.com/Diversity2022>

GENERAL INFORMATION

Location

The National Press Club (NPC)

Address: [529 14th St. NW, 13th Floor, Washington, D.C., 20045](#)

Phone: (202) 662-7500

Time Zone

Washington, D.C. is in the Eastern Time Zone (ET).

Temperature

The month of April in Washington D.C. is typically pleasant with highs of 76°F with lows of 54°F.

Attire

The general dress code for the event is business attire. As indoor environments tend to be cool, we encourage you to dress in layers or bring a sweater, jacket, or shawl and wear comfortable shoes.

DUTY OF CARE

Five Star Institute is following the National Press Club's COVID-19 safety guidelines for this in-person event.

All visitors will be asked to provide proof of vaccination for entry or submit documents one week prior showing a religious or medical exemption AND a negative COVID-19 PCR test. Providing photos of vaccination card on a mobile device will suffice. For your convenience, attendees are also able to upload a photo of their Vaccination Card to <https://press.org/vaxpass> prior to arriving at the event.

Additionally, temperature check stations are available at the entrance to the Club. No one with a temperature of 100.4°F (38°C) should enter the Club.

Documents describing a religious or medical vaccination exemption should be submitted at least one week prior to the event via safety@press.org. Additionally, a negative COVID-19 PCR test taken within the last 24 hours should be provided to the NPC upon arrival.

The current mask policy at the National Press Club is "Masks Recommended."

You can read the club's full COVID-19 Safety Guidelines at <https://press.org/safetyfirst>.

The Five Star Institute will execute the following best practices to help attendees and staff stay healthy and to reduce exposure and risk:

- Provide sanitizing and disinfection materials for general attendee use.
- Increase cleaning and disinfection across high-volume common areas.
- Monitor recommendations from the relevant health authorities including the Centers for Disease Control and Prevention (CDC), and the local government and city officials.
- Encourage attendees to adopt best practices for their own best interest and the best interest of their fellow attendees

Attendees should manage their own preparedness and behavior:

- If you are feeling feverish or coughing prior to arriving at the conference, please stay home.
- Masks are encouraged, unless actively eating or drinking.
- Wash and sanitize your hands regularly.
- Be mindful of others' comfort levels during interaction and practice social distancing when appropriate.

- Consider adopting a no-handshake policy to prevent the spread of germs.

Five Star Institute is taking precautions to ensure your safety as conditions change daily. Additional guidelines for social distancing or masks may be implemented upon arrival.

ON SITE REGISTRATION

The event registration & hospitality desk is located immediately outside the Ballroom.

Desk Hours:

Thursday, April 28 th	7:30 a.m. – 2:00 p.m.
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Event Badges

Upon arrival, please visit the registration desk to receive your event name badge. Badges are required for admission to all event activities & areas.

Please watch your email inbox for a separate email with an individual QR code custom to your event registration. For faster check in on-site, please save this QR code as an image on your mobile device or have the email handy so you can scan your QR code to receive your badge.

Hospitality Desk

The Five Star Events Team will happily assist you at any time throughout the program. The hospitality desk will be available throughout the event to provide general assistance and handle any special requests you may have. We look forward to serving you.

WI-FI

Complimentary Wi-fi is available to all conference attendees throughout the event function space. To connect, look in the network list for **Eventrouter6** and enter the password **Events0422** when prompted.

AGENDA

Event Showguide

Preview the official [Event Showguide](#) to learn about the event's agenda, amenities, conference partners and more.

General Sessions

View the [Diversity & Inclusion Symposium Agenda](#) to get a snapshot of all the education opportunities planned for the event. Session seating is available on a first-come, first-served basis.

Meal Functions

All general meal functions will be held in the Ballroom and will be served buffet style.

Hours:

Breakfast served from 8:00 – 9:30 a.m.

Lunch served from 12:00 – 1:00 p.m.

Coffee, soda, and water will be available in the Ballroom continuously throughout the day.

NATIONAL PRESS CLUB

The event will be held in the 13th Floor Ballroom at the National Press Club (NPC) located at [529 14th Street NW, Washington, DC 20045](#).

Hours of Operation

Monday - Saturday: 7:00 a.m. – 11:00 p.m.

Parking & Transportation

Arrive By Metro:

- Take Metro to Metro Center.
- Take the 13th Street Exit, take escalator to 13th Street; you should be at the corner of 13th and G Streets.
- Walk one block south to F Street.
- Turn right (West) and walk one block to 14th Street
- Turn left and walk downhill to the National Press Building lobby.
- Enter and take the elevators to the 13th Floor

Self-Parking:

The National Press Club has a partnership with SpotHero, the nation's leading parking reservation app, to allow visitors to purchase 100% guaranteed reserved parking passes around the National Press Club with rates up to 50% off drive-up. To reserve your parking spot, visit [The National Press Club SpotHero Parking Page](#) and book a spot with rates up to 50% off drive-up.

Valet Parking:

Valet Parking is available at the JW Marriott hotel (next to the Press Club) or the Willard Hotel (across the street from the Press Club).

National Press Club Entry Information

COVID-19 Policy

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For more information on visiting The National Press Club, visit <https://press.org/visit-us>.

Security

The National Press Club is a secure facility. All attendees/staff must have a valid QR code to pass through security gates at the entrance of the club to attend the event.

Please present the Access Code below on your mobile device at the turnstiles located on the 13th floor of the Press Club to enter.



TRAVEL TIPS

Air

We encourage you to reconfirm any air travel directly with the airlines 24 hours prior to departure in the event schedule changes have occurred. On your designated travel day, it is recommended that you arrive at the airport at least 1.5 hours in advance of your departure time due to increased TSA wait times.

Should air travel issues impact your event attendance, please reach out to us at Events@TheFiveStar.com.

Baggage

Domestic baggage fees will vary by carrier. You can review these charges online based on carrier or upon your arrival at the airport. Please note: There is a weight limit on baggage. See your carrier website for additional information.

All medications should be brought in your carry-on. Do not pack necessary medications in your checked bags.

Ground Transportation

Car Rentals

Regan National Airport: <https://www.flyreagan.com/parking-transportation/rental-cars>

Taxi

Service is on a first-come, first-served basis. A DCA Taxi Dispatcher is available at designated taxi stands to ensure you are placed with a taxi. For more information, visit <https://www.flyreagan.com/parking-transportation/taxi-service>.

Rideshare

Skip the taxi line and hassle of coordinating with rental cars or shuttle services—try utilizing one of these great ride-sharing services!

[Uber](#) is a free mobile application that can be downloaded on both the iPhone App Store and Android Google Play marketplace. If you chose to utilize Uber's services, it is recommended that you download the application prior to arriving at the airport. Uber has ride options for every group, size, style, and need. You can request an Uber minutes before you leave or schedule a ride in advance.

[Lyft](#) is a free mobile application that can be downloaded on both the iPhone App Store and Android Google Play marketplace. If you chose to utilize Lyft's services, it is recommended that you download the application prior to arriving at the airport.

CODE OF CONDUCT

Five Star Global (FSG) is committed to ensuring a safe and welcoming environment for all participants at all our events, virtual and live. Our expectation is that all participants:

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.

Unacceptable behavior from any participant at FSG events, including attendees, exhibitors and sponsors, will not be tolerated. If a participant engages in unacceptable behavior, Five Star Global may take any action they deem appropriate, including removal from the event, without an opportunity for refund.

CONTACT INFORMATION

For questions prior to your departure, or on-site please feel free to contact us at Events@TheFiveStar.com.

SAFE TRAVELS AND SEE YOU IN WASHINGTON, DC!

2022 DIVERSITY AND INCLUSION SYMPOSIUM SPONSORS

