

ETC Connect Day & ETC Open Day

4 – 5 May 2016

Washington, D.C., USA

The Emergency Telecommunications Cluster (ETC) is pleased to invite you to the ETC Connect Day **Wednesday 4 May** and the ETC Open Day **Thursday 5 May**, in Washington, D.C.

Both meetings are being coordinated by the World Food Programme (WFP), as global lead of the ETC, in partnership with the US Department of State.

1 Outline of Events

| DATE | EVENT | TIME | LOCATION |
|-----------|--------------|-----------------------|----------------------------------------|
| Wed 4-May | ETC Connect | 09:00 – 17:00 | Kellogg Conference Hotel, Room 6ABC |
| Thu 5-May | ETC Open Day | Individual time slots | OpenGov Hub, Chicago Room or Rome Room |

The inaugural *ETC Connect Day* brings together the wider ETC network, including new and existing private sector partners, to tackle the 2020 strategy.

The *ETC Open Day* offers a possibility for a 1-on-1 meeting with the Global ETC Cell to discuss possibilities for future engagement.

2 Registration

To register for the ETC Connect Day and the ETC Open Day, please confirm your participation to Global.ETC@wfp.org by **Friday 1 April**.

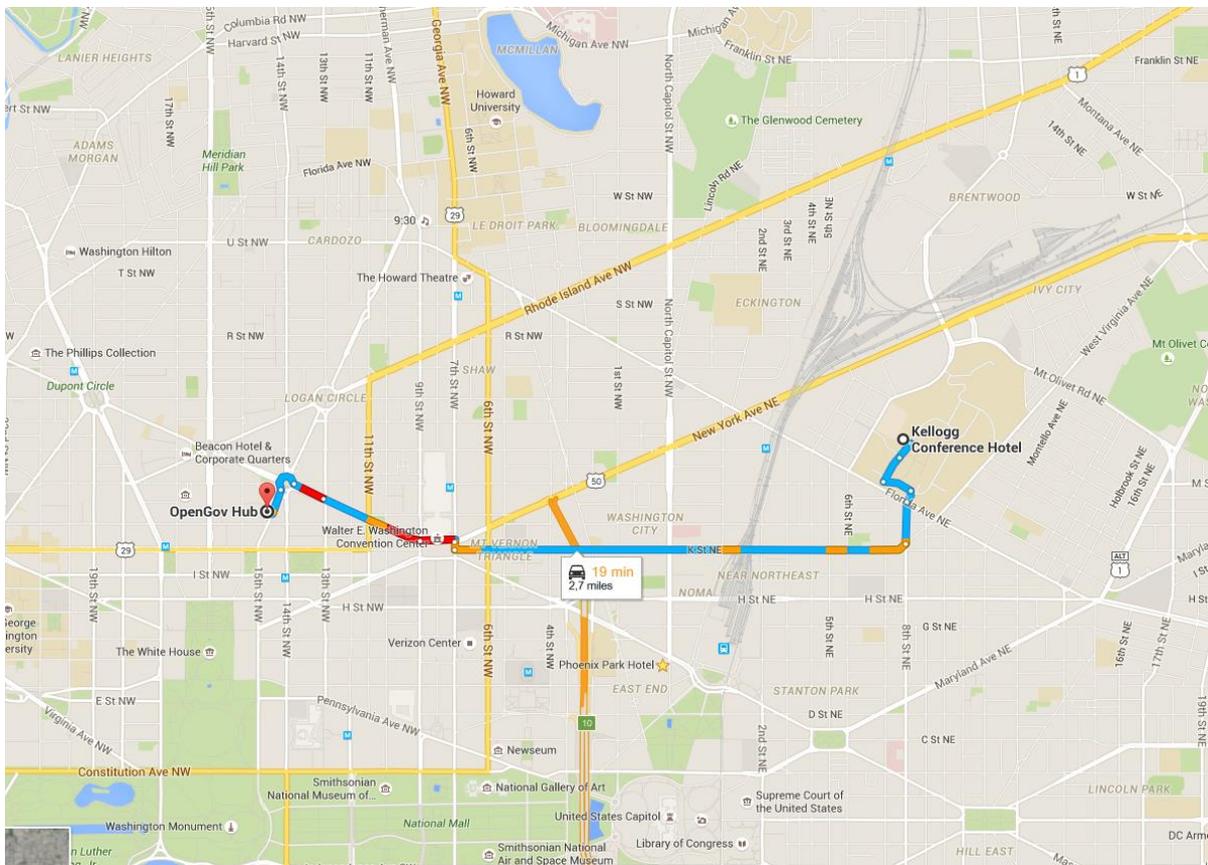
3 Information

The agenda, logistics note, pre-reads and other information will be shared and updated on the [ETC website](#)

4 Location

The **ETC Connect Day** will be held at:
Kellogg Conference Hotel at *Gallaudet University*
800 Florida Avenue N.E.,
Washington D.C., 20002-3695
www.kelloggconferencehotel.com

The **ETC Open Day** will be held at:
OpenGov Hub,
1110 Vermont Avenue Northwest #500,
Washington, DC 20005
<http://opengovhub.org>



The distance between the locations is approximately 2.7 miles (4.1 km).

Both venues can be reached by public transport – the nearest metro station to Kellogg Conference Hotel is *NoMa-Gallaudet* (red line) and OpenGov Hub is located close to *Farragut North Station* (red line).

5 Accommodation

Participants are required to organize and fund their own travel and accommodation. Below are hotel suggestions for participants.

| HOTEL | LOCATION | DISTANCE FROM VENUE* | PUBLISHED RATE |
|-------------------------------------------------------|---------------------------------------------------------|----------------------|----------------|
| Kellogg Conference Hotel | 800 Florida Avenue N.E., Washington D.C., 20002-3695 | 0km | US\$309 |
| Phoenix Park Hotel | 520 North Capitol St NW, Washington, DC 20001 | 2.5km (1.4 miles) | US\$280 |
| Beacon Hotel & Corporate Quarters | 1615 Rhode Island Ave NW, Washington, DC 20036 | 4.6km (2.8 miles) | US\$239 |
| Club Quarters Hotel | 839 17th Street NW, Washington D.C. 20006 | 5km (3.1 miles) | US\$214 |
| Hotel Lombardy | 2019 Pennsylvania Avenue, NW Washington D.C. 20006 | 5.5km (3.4 miles) | US\$209 |

6 Meal Arrangements

Lunch

Lunch will be at the cost of participants. There are various restaurants in the short walking distance of both venues.

Reception

A reception is planned for Wednesday 4 May following the closure of ETC Connect Day and it will take place in Kellogg Conference Hotel. All ETC Connect participants are invited to attend.

7 Visas

For applications for all visa types, it is recommended that participants use the contact details of their US office, not the ETC. If your organisation does not have a US presence, please contact Global.ETC@wfp.org.

Visa Waiver Program

The Visa Waiver Program allows citizens of participating countries (listed in the table below) to travel to the United States without a visa for stays of 90 days or less. Travellers must meet all the requirements* and have a valid Electronic System for Travel Authorization (ESTA) approval prior to travel.

The following 38 countries** are Visa Waiver Program participants:

| | | | |
|----------------|---------------|-------------|----------------|
| Andorra | France | Lithuania | Slovakia |
| Australia | Germany | Luxembourg | Slovenia |
| Austria | Greece | Malta | South Korea |
| Belgium | Hungary | Monaco | Spain |
| Brunei | Iceland | Netherlands | Sweden |
| Chile | Ireland | New Zealand | Switzerland |
| Czech Republic | Italy | Norway | Taiwan |
| Denmark | Japan | Portugal | United Kingdom |
| Estonia | Latvia | San Marino | |
| Finland | Liechtenstein | Singapore | |

*** Requirements for using the Visa Waiver Program:**

- Travel purpose must be permitted on a Visitor (B) Visa i.e. for tourism or business purposes
- Traveller must have authorization under ESTA (please see the details [here](#))
- Travel must be on an approved carrier (please see the list [here](#))
- Traveller must show previous compliance and no prior visa ineligibilities
- All travellers under the Visa Waiver Program must possess a valid machine-readable passport issued by one of the participating 38 countries. The validity of the passport must extend six months beyond the traveller’s planned date of departure to the United States. More information is available [here](#)

**** Restrictions**

As of 21 January 2016, the waver programme has been cancelled for:

- Nationals of participating countries who have travelled to or been present in Iran, Iraq, Sudan, or Syria on or after March 1, 2011 (with limited exceptions for travel for diplomatic or military purposes); and
- Nationals of participating countries who are also nationals of Iran, Iraq, Sudan, or Syria.

These individuals will still be able to apply for a visa using the regular immigration process at US embassies or consulates.

Business Visa

For attending the ETC Connect Day most participants are eligible for the Business Visa (B-1). Application process may vary depending on the country via which the participant is applying. Hence participants are advised to consult their local US embassy or consulate.

It is possible to start the visa application process online via the U.S. Department of State’s [Consular Electronic Application Centre](#). The process includes the following steps:

- Completing an Online Non-immigrant Visa Application, Form DS-160 [here](#)
 - This includes uploading a photo in the required format explained [here](#)
- Paying the visa fee: \$160

- Scheduling and completing an interview at the local US embassy. For the interview applicants are required to gather the following documents:
 - Passport valid for travel to the United States (for requirements look here)
 - Printout of Non-immigrant Visa Application Form DS-160 confirmation page
 - Application fee payment receipt
 - Photo in the [required format](#), if the online photo upload failed.

8 Transportation Information

Public Transport

Washington D.C. has a well-developed public transport system, based on the Metrorail and Metrobus lines, offering decent connections within the city. For more information and to plan your trip visit the [Washington Metropolitan Area Transit Authority \(WMATA\)](#) website.

Taxi

Taxis are a quick and convenient means of transportation in Washington. They are available at the airport and in the city centre, especially in front of major hotels and tourist attractions.

You can also call one of many taxi providers (below just a few suggestions):

- [Maine Cab Co of DC](#): +1 202 234 7775
- [MATS Taxi Cab, Car & Sedan Service](#): +1 202 488 4030
- [Uber](#) (online booking)

9 Practical Information

Weather

At this time of the year it is spring in Washington, with temperatures between 14°C (57°F) and 24°C (75°F) with moderate chance of rain.

Emergency contacts

In the USA there is one emergency number - **911** - to be called in case of medical emergency, fire or crime.

10 Key Contacts

| TOPIC | CONTACT |
|---------------|-----------------------------------------------------------------------------------------------------------------------------|
| | Global.ETC@wfp.org |
| Event details | Mariko Hall ETC Communication Officer +41 79 932 1101 mariko.hall@wfp.org |



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|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Content | Antoine Bertout ETC Global Partnerships Manager +39 34 4130 0836 antoine.bertout@wfp.org |
| Logistics | Katarzyna Chojnacka ETC Communication Consultant +41 76 361 5838 katarzyna.chojnacka@wp.org |