

# Frequently Asked Questions

## 2020 National Literacy Missions Leadership Workshop

### Travel

You need to make your own travel arrangements.

**1. Where is the International Learning Center located?**

International Learning Center's address is 16492 Mlc Ln, Rockville, VA 23146.

**2. What city do I fly into, if I fly?**

Richmond, VA

**3. What are the arrival and departure times?**

*All participants should arrive at International Learning Center Sunday, July 19 by 7:30 p.m. No dinner service will be provided.*

The workshop ends on Saturday, July 25 at noon. NAMB/Send Relief certification as Literacy Missions Workshop Leader will be given only to those who **attend all sessions.** **NO EXCEPTIONS.**

**For those who fly:**

Travel time from the airport to International Learning Center will be scheduled for those who reserve the shuttle. Please arrive by 6:00 p.m. A dinner stop will be made for the shuttle group.

DO NOT SCHEDULE RETURN FLIGHT ARRANGEMENTS FOR  
SATURDAY, JULY 26 BEFORE 3:00 P.M.

**Note: Ride sharing vehicles will be stopped at the gate. They are not allowed on ILC property.**

**4. How do I get from the airport to International Learning Center**

We have arranged to transport participants. The round-trip cost of the service is \$50. This is not a regular public shuttle service. It is being done specifically for this workshop. Refer to the instructions you will receive by email for specific information. Those are usually available a week or two prior to the workshop.

**5. How do I get from International Learning Center back to the airport?**

The shuttle will transport you to the airport. We will make one shuttle run shortly after the closing session on Saturday.

**6. What happens if my flight home isn't until Saturday morning?**

You will need to make a hotel reservation near the Richmond airport for Saturday, July 25. There are several hotels near the airport with shuttle service, but contact them ahead of time to be sure. The shuttle will take you to the hotel when it makes one of the trips to the airport.

**Housing and meals**

**7. Where will we be staying?**

We will be housed in a dorm-style room. There are two single beds and a private bath. Plan to bring your own hangers, blow dryer, curling iron, or clothing iron if you plan to use them. If you need a refrigerator for medication, please contact the Coordinator. *Consider bringing a travel mug for coffee/tea and water bottle.*

The classroom building and the cafeteria are short distances from the housing. Plan on wearing comfortable walking shoes. Driving between the buildings is not a practical option.

**8. What things should I bring with me?**

A list of specific items to be used in the conference is provided in the welcome letter. Many have found a small, wheeled luggage cart or wheeled carry-on luggage useful for carrying books, notebooks, etc. from the lodge to the classroom. Plan packing space for the materials you will receive. Some have brought a small extra piece of luggage for this purpose. Since much of what you need will be online, extra luggage may not be required.

**9. Are there rooms with handicapped facilities?**

There are wheelchair-accessible rooms. *If you did not indicate your need for one when you registered, please contact the coordinator as soon as possible.*

**10. Can I have a single room?**

All rooms at International Learning Center are appropriate single occupancy or for married couples. Single room availability won't be known until after the June 1 registration deadline.

**11. May my spouse come and not attend the workshop?**

Maybe; it depends on the lodging space available. In the past there have been a few participants who have come with their spouses, and the spouse did not attend the workshop. The room and board cost for the spouse is the same as for a participant. The spouse, however, does not need to pay a registration fee.

**12. When can we get into our rooms?**

Check-in information will be available at the beginning of July.

**14. Where will we be eating?**

We will be eating in the cafeteria.

**15. When does the meal service begin?**

Meals begin with breakfast on Monday, July 20 and end with breakfast on Saturday, July 15.

