

**Location:**

Courtyard Gaithersburg Washingtonian Center  
204 Boardwalk Place  
Gaithersburg, MD 20878  
Phone: 301-527-9000

**Dates and Times:**

Days 1 and 2 begin at 8:30 AM and end at 5:00 PM.

Day 3 begins at 8:30 AM and ends at 4:30 PM.

To be certified, participants must be present for the certification program in its entirety and paid in full.

**Reservations:**

Participants are responsible for making own lodging reservations thru Courtyard Gaithersburg Washingtonian Center.

**Online:** Simply copy and paste the link below and you will be directed to the property's home page with the group code for a room with king-size bed already entered in the group code field. Next, all you need to do is enter your ARRIVAL and DEPARTURE date to begin the reservation process.

<http://www.marriott.com/hotels/travel/WASCG?groupCode=LCLLCLA&app=resvlink&fromDate=6/5/12&toDate=6/8/12>

Online Group Code for king-size bed: LCLLCLA

**Phone:** Call 1-888-236-2427 and ask for the Leadership Circle Room Block at the Courtyard Gaithersburg Washingtonian Center. The Leadership Circle Room Block will be available until *May 16, 2012*. The rooms are available until *5:00 PM* on this date. After 5:00 PM, any unreserved rooms will be released back into general inventory.

**Parking:**

Complimentary parking is available in garage adjacent to the hotel. Please check-in prior to parking.

**Food:**

Please let us know if you have special dietary needs. Lunch will be provided. Participants are responsible for all other meals. There is a restaurant onsite.

**Payment:**

The Leadership Circle will invoice you by email. We accept checks and credit cards. In order to pay with a credit card, phone TLC Bookkeeper, Barb Aranyosi, at 419-574-2053. To guarantee your seat, payment is due in full by invoice due date.

**Required Pre-work:**

Complete the Profile self-survey and receive feedback from a minimum of five evaluators. Please **log-in immediately** to complete your self-survey and set up your evaluators. The average turn-around time for receiving adequate feedback is usually 2-3 weeks.

**Dress:**

Business casual.

**Transportation:**

**Driving Directions from Ronald Reagan / Washington National – DCA:** Follow I-66 West to I-495 North to I-270 North. Take Exit 9B (Sam Eig Hwy. West). Take exit for Washingtonian Blvd. Take ramp on right. Make left turn at 1st traffic light. Follow Washingtonian Blvd around two traffic circles. Take the next left onto Waterfront Place, directly before parking garage. Proceed to hotel.

**Driving Directions from Washington, DC / Dulles – IAD:** Take Dulles Access Rd. to I-495 North. Follow I-495 N to I-270 North. Take Exit 9B (Sam Eig Hwy. West). Take exit for Washingtonian Blvd.; Take ramp on right. Make left turn at 1st traffic light. Follow Washingtonian Blvd around two traffic circles. Take the next left onto Waterfront Place, directly before parking garage. Proceed to hotel.

**Driving Directions from Baltimore/Washington International Thurgood Marshall Airport – BWI:** Follow I-95 South to I-495 West (towards Silver Spring and Bethesda) to I-270 North. Take Exit 9B (Sam Eig Hwy. West). Take exit for Washingtonian Blvd. Take ramp on right. Make left turn at 1st traffic light. Follow Washingtonian Blvd around two traffic circles. Take the next left onto Waterfront Place, directly before parking garage. Proceed to hotel.

**Shuttle Service:** Shuttle service is *not* available through the hotel. Super Shuttle provides shuttle services from the airport. Super Shuttle can be reached at 817-329-2000 or reservations may be made online at [www.supershuttle.com](http://www.supershuttle.com).