

# IMPORTANT INFORMATION

ACSC ANNUAL MEETING at the National Archives



## Building Entry

You will enter the building at the **Pennsylvania Avenue** entrance located between 7<sup>th</sup> and 9<sup>th</sup> streets. (**Researcher Entrance** directly across the street from the **Navy Memorial/Archives Metro station**.) You will need to go through the magnetometer to the right once you enter. Once through security, check-in at the guard desk. There will be a list of names of those attending. Show a photo ID to the guard at the desk where you will be issued a pin to wear while you are in the building. NARA staff will be in the lobby starting at 11:30 on Wednesday to escort you to the meeting area.

If you are a presenter at a session, please notify Sharon Fitzpatrick via email (see below) your arrival time so that a NARA employee is available to escort you.

(**Note:** Each time you enter the building, or leave the building, it will require a NARA staff member to meet you and escort you to and from the meeting area.)

## Luggage

There will be a locked room to store luggage for those of you who may come directly to the meeting from the airport on Wednesday, or leave the meeting to go directly to the airport on Friday. After you check through security, ask the guards to put plastic red locks on the zipper portion of your luggage so that it does not have to be searched when you leave the building.

## Dinner at Clyde's

The dinner at Clyde's will be at 6:30 on Thursday, May 14<sup>th</sup>. There will be a cash bar. **Please email Sharon Fitzpatrick with your dinner selection on or before Monday, May 11<sup>th</sup>.** The choices are: **crab cake, steak, or vegetarian.** (Vegetarian will most likely be a pasta dish.)

[sharon.fitzpatrick@nara.gov](mailto:sharon.fitzpatrick@nara.gov)

## Contact Info during Meeting

Sharon Fitzpatrick Cell: **540-273-2937** Office: 202-357-5350

You may give Sharon's numbers to anyone who might need to contact you as an emergency number. Sharon will be present during the meeting at all times should you need anything. Please don't hesitate to seek her assistance!