

# *Principle Forum on Family and Peace*

September 29 – October 3, 2009

Hilton Alexandria Mark Center Hotel  
5000 Seminary Rd., Alexandria, VA 22311

## **General Information and Policies**

**Registration:** The deadline is Friday, September 25, 2009 by 5:00 pm. Please complete the registration online at <http://www.unification.org/principlefamilyandpeace/>. Your signature on your registration form indicates that you have understood and will comply with the policies laid out in this invitation packet.

**\$500 Registration Fee:** (This does not include airfare). The workshop consists of 4 nights and 5 days, beginning with dinner on Tuesday, the 29th of September and ending late morning on Saturday, October 3rd. It will include accommodations, meals, and sight-seeing tour.

**Payment:** The *Registration Fee* should be paid **BEFORE** the registration deadline, September 25th.

**Participants are responsible to secure their own transportation to and from Washington, DC.** You should arrive in Washington, DC before 5pm on Tuesday, September 29th. Departures should be made any time after 2pm on Saturday, October 3rd.

**Early Arrivals and Late Departures:** The Workshop officially begins at dinner on Tuesday, September 29th and concludes late morning on Saturday, October 3rd. If you are planning to arrive earlier or leave later than these dates, you will be responsible to make your own room reservations.

**Hotel Rooms and Fees:** All hotel rooms are assigned on a double-occupancy basis – two persons to a room. If you desire to stay in a single room for the duration of the workshop, there will be an extra charge of \$350.

**Incidentals/Personal Expenses:** Each participant is responsible for personal expenses such as room service, mini bar, telephone calls, laundry, etc. You will need to go to the front desk and put your credit card down to be able to charge to your room.

**Personal Belongings:** Please take care of your personal belongings, camera, purses, etc. Use hotel or room safes for valuables; be careful not to leave items in public places. The hosts will not be responsible for loss or damage of personal belongings.

**Insurance and Liability for Loss:** Participants are responsible to arrange their own travel insurance. The co-sponsors are not responsible for loss of private property (such as lost luggage), or for personal medical conditions. Please consult your health insurance and prepare all the necessary documents that would be needed in the event of an

emergency. This should include but not be limited to the exact contact information for your doctors, prescription details, etc.

**What to Wear**

- Please attend the workshop in business casual attire.
- It is suggested to bring business attire for the gala banquet.

**Medications:** Bring any needed medicines or supplements (do not assume that they are available anywhere) Bring any medications in your carry-on bag. (If your checked luggage is delayed, there may not be a way to replace your medications.)

Please Retain this Information for your Future Reference.