



Clean Energy Schools Symposium

WASHINGTON, DC | MARCH 26-28, 2023

Scholarship and Travel FAQ

Thanks to generous funding from FedEx, Generation180 is excited to be able to offer a scholarship to cover registration, travel, meals, and lodging expenses for the members of Generation180's [School Leadership in Clean Energy \(SLICE\) Network](#) to attend the Symposium in Washington, DC from March 26-28, 2023. We value your time and energy to be part of this network and hope that providing funding reduces barriers for you to join us.

Contact Kristen Keim at Kristen@generation180.org or (434)-218-1830 if you have any questions or need additional information.

What are the dates and times of the Symposium?

The Clean Energy Schools Symposium will take place **March 26-28, 2023 in Washington, DC**. The Symposium will start on Sunday, March 26 at 5:00pm with a kick-off reception and continue through Tuesday, March 28 afternoon. A full agenda is forthcoming.

The Sunday reception and first full day on Monday of the Symposium will connect school leaders and experts in the clean energy space, feature the nation's most innovative case studies and best practices, and focus on funding opportunities and resources to equip school leaders to take informed and purposeful action on clean energy.

Tuesday, March 28 will focus on Electric School Buses (ESB). Throughout the day, the content will get more specific on implementing ESB's in a district, using sample and real data for deployment and transition exploration.

Where will the Symposium take place?

The Symposium will be held at [George Washington University's Milken Institute School of Public Health](#) at 950 New Hampshire Ave, NW, Washington, DC 20052, which is a certified LEED Platinum building. Symposium attendees will stay at the [ARC HOTEL](#) at 824 New Hampshire Ave NW Washington, DC 20037, a 3-minute walk from the venue. These spaces offer a great



combination of event and lodging space with natural light and metro access located in downtown Washington, DC near Foggy Bottom.

What are the terms and conditions of the scholarship?

We are proud to provide scholarships to attend the Symposium to members of Generation180's School Leadership in Clean Energy Network. Read [more information about the Network](#).

If you are not yet a part of the network and would like to attend the event with your costs covered, please email the following materials to [Kristen](#):

- A 70-80 word bio representing your work in clean energy in schools
- A headshot, preferably a school or professional photo

Additionally, participants must attend all three days of the Symposium to secure a scholarship. While we hope transportation leaders are able to join us for the full event, they may also apply for a scholarship to attend only the Electric School Bus Workshop on Tuesday, March 28th if attending the entire, three-day event is a hardship. Please contact Kristen for any questions.

How do I confirm my attendance and acceptance of the scholarship?

An event website with a registration form will be available shortly, and we will notify you when that is available. Please save the date and begin planning for your attendance. **Please submit your registration by January 27th to guarantee your scholarship. If you know you are unable to attend, please submit your RSVP now so we can share this opportunity with others.** When you submit your registration form, you will be asked to include the following:

- Confirmation of your attendance and acceptance of the scholarship
- Confirmation that you are able to pay for your transportation costs in advance and are willing to submit receipts and documentation for reimbursement after the Symposium
- Estimate of expected transportation expenses
- Confirmation which night(s) you need a hotel room between March 26 -27 and any room accommodation requests
- Dietary preferences or food allergies

How do I reserve my hotel accommodations?

Once the Symposium website and registration form is available, you will be able to confirm your hotel stay on the registration form for the nights of March 26 and 27. Once you complete the registration form, Generation180 will handle the room booking with the hotel. You do not need to reserve a room on your own. However, if participants arrive early (before March 26) or stay beyond the Symposium (after March 27), they will be responsible to cover and book additional nights. Participants will be able to request room preferences or accommodations needed when registering for the Symposium. We strive to host an inclusive, accessible event that enables all individuals to engage fully.

How does the scholarship and reimbursement for transportation work?

We are pleased to be able to offer you a scholarship to cover transportation costs **up to \$600** to get you to/from the venue in Washington, DC. Eligible costs include coach/economy class

plane, train, or bus tickets, subway, taxi, rental car, car mileage, and parking. Travel in coach or economy class will be fully reimbursed. Members who want to upgrade or travel at a higher level will be responsible for additional costs above the base fare. Please document base fare costs and keep all receipts for reimbursement.

Participants will pay for their travel costs up front and will be reimbursed upon full participation during the event and submission of travel receipts/documentation following the event. *If your travel cost estimates exceed \$600 or if paying for travel upfront is a hardship, please contact Kristen Keim at kristen@generation180.org before making your travel arrangements.*

After the Symposium, you will submit all of your transportation receipts together with the Travel Expense Reimbursement Form provided by Generation180 **by April 15**. No reimbursement will be made without attendance at the event, documentation, and the completed form.

What do I need to know before booking travel to Washington DC?

Please support our travel policy that takes carbon emissions into consideration. For those who are on the east coast, we encourage you to consider traveling by train, bus, or car (EV if possible) instead of flying (which has higher carbon emissions). In order to make responsible use of funding and avoid last-minute price increases, please plan ahead and book your travel (especially flights) as soon as you complete the registration form. If your travel cost estimates exceed \$600, please contact Kristen before booking. No matter your travel accommodations, please plan to arrive at the hotel by **Sunday, March 26 at 4pm** ahead of the welcome reception.

More Travel Tips:

- **Plane:** The major airports that provide access to Washington, DC include Ronald Reagan Washington National (DCA), Dulles International Airport (IAD), and Baltimore/Washington International Thurgood Marshall Airport (BWI). National and Dulles are closest to the event venue, public transportation is available at all airports to get you to the Symposium venue. Explore the [best airport for your flight](#) to DC.
- **Train:** Train schedules to/from Washington, DC's Union Station (WAS) run up and down the east coast and from a number of points west. Visit [Amtrak](#) to explore options.
- **Bus:** A number of [bus companies](#) provide transportation to Washington, DC's Union Station including Greyhound, Megabus, Best Bus, and Peter Pan.
- **Car:** Car rentals are an eligible travel expense. If you use your own car, we will reimburse mileage at the standard rate set by the Internal Revenue Service. Please provide documentation of your miles traveled for your reimbursement, such as a google map of directions with mileage calculations. The cost to park at the Symposium venue will also be covered during the days of the event. Bonus points if you are able to arrange a carpool with other network members!
- **Transit:** DC's [Metro](#) is an option to get from Union Station or either DC airport to the hotel and venue at the Foggy Bottom-GWU station. From Dulles International Airport (IAD), take the Silver line towards Largo Town Center. From Ronald Reagan Washington National Airport (DCA), take the blue line towards Largo Town Center. From Union Station, take the red line



towards Shady Grove and transfer to the Silver, Blue, or Orange line at Metro Center towards Vienna/Franconia-Springfield.

What meals and expenses are covered by my scholarship?

Meals will be included for all participants starting with the opening reception on March 26 through the closing event the afternoon of March 28. Participants will be able to share dietary restrictions when they register for the Symposium and will be asked what meals they plan to attend. All efforts will be made to accommodate dietary restrictions. Attendees are responsible to pay for their meals while traveling to/from the event and for any meals attendees elect to eat off-site or on their own. Meals outside of the Symposium, incidental expenses at the hotel, or events/excursions outside of Symposium programming, and any expenses incurred during travel to and from the Symposium will be the responsibility of the participant.