

# PRACTICAL INFORMATION

*Please check back after February 20, 2024, for a final version of this document,  
We are busy working on the final details.*



## Annual Forum Location

The Annual Forum will be in **Van Metre Hall, George Mason University's Mason Square (Arlington) Campus**, 3351 Fairfax Dr, Arlington, VA 22201. The facility is 1.5 blocks from the Washington Metrorail's Virginia Square – GMU stop and has reasonably priced parking onsite. Please note this facility is much closer to Washington, DC, than GMU's much larger Fairfax Campus.



## Activities Included with Registration

The Annual Forum's Welcome Session is at 1 pm on Thursday, April 4, with sessions starting at 1:45 p.m. The Annual Forum ends at 4:45 p.m. on Friday, April 4, 2024, except for our Saturday morning museum gathering. All attendees can participate in our Thursday evening reception, at which light food will be served, and our Friday Awards Luncheon, which are included in all registration options. We provide coffee, soft drinks, and water during breaks. Please note that you can become a TRF member or renew your

membership for a nominal additional cost (\$5) upon registration. Attendees can avail themselves of free campus wi-fi and a Starbucks in Van Metre Hall. The main conference landing page is [here](#). The registration portal, with fees, is [here](#).

## Key Deadlines for Presenters

**Registration deadline.** Presenters must register by **March 15, 2024**, or be dropped from the program. Please note that registrations are refundable through March 31, minus a 5% administrative fee. The registration portal is [here](#).

**Guidelines for lectern (podium) session presenters:** We will be providing lectern presenters guidelines for their presentations. The deadline for submitting your paper (or an extended abstract summarizing your data and results) is **March 1, 2024**. If you are unable to meet the deadline, contact us. Those missing the deadlines are not eligible for best-paper awards. Bring your presentation on the jump drive.

**Submission deadlines and guidelines for poster session presenters:** The deadline is **March 23, 2024**. Note that we recommend 3' x 4' foot posters in landscape format. We provide tri-folds on which to affix your poster. If you bring a larger poster, such as 3' x 5', you will be responsible for bringing backing to support that poster.

**Guidelines for discussants and moderators:** These guidelines will be provided close to the event.

**Are you from the Washington area?** Email us before registering so we can see if you are eligible for a Washington chapter discount, which is not available to lectern or poster presenters.

## Hotel Recommendations

Our Annual Forum does not have an official conference hotel. We encourage attendees to explore the options best suited to their needs. You will find many options on major booking sites, such as Expedia and Airbnb listings. Enter Van Metre Hall (3351 Fairfax Dr, Arlington, VA 22201) into your favorite booking site to see the options. We will have a place for you to store luggage on the Thursday and Friday portion of the conference.

### Business Hotels

**Hilton Arlington**, 950 N Stafford St, Arlington, VA, Located .56 miles away.

**Residence Inn Arlington Ballston**, 650 N Quincy St, Arlington, VA, 22203. Located .58 miles away.

### Budget Hotels

Most budget options are a few miles from the conference venue, beyond walking distance, although several are less than a mile away. A few possibilities beyond walking distance include:

**The Hampton Inn Alexandria/Pentagon South**, at 4800 Leesburg Pike, Falls Church, Alexandria, VA, 22302, is 2.9 miles away. The rideshare cost has been around \$15 each way (fares can change).

**The Comfort Inn Falls Church – Tysons Corner**, which is 2.4 miles away, has rates significantly less expensive than hotels adjacent to the conference venue. A rideshare to the Comfort Inn (6111 Arlington Blvd, Falls Church, VA 22044) typically costs around \$12 each way (fares can change). This hotel can also be reached via bus at a nominal cost, although some walking is involved. Attendees staying at this hotel who wish to split the price of a rideshare vehicle or taxi can meet in the hotel lobby at 8:15 am or 9:15 am on Friday, April 5<sup>th</sup>. We'll also provide times for sharing rides on return trips to this hotel on Thursday and Friday of the conference.

## TRF Tour Information

We have two Thursday morning (April 4) tours, each costing \$30 per person: 1) **Washington Union Station**, hosted by Amtrak, and 2) **Virginia Rail Express Commuter Rail & Historical Alexandria**. Participants of these tours (\$30) should be in the Van Metre Hall lobby at 9 am. You can also meet us at the tour destination.

We will also have a free Saturday morning (April 6) gathering at a coffee shop within or near Washington's **Air & Space Museum** at 10:15 am. After small-group discussions with local experts, ending at 11:15 am, attendees can visit the museum. Advance registration for this gathering is *not* required,

## Friday Night Dinner

This is an extra fee beyond the regular conference registration. The cost is \$60, not including beverages at the cash bar reception before dinner. This features a cash-bar networking reception, a hot buffet, a brief program, and even transportation-themed door prizes! See details on the [master schedule](#).

## Metrorail travel from Major Washington DC Terminals

The conference venue, Van Metre Hall on George Mason University's Mason Square (Arlington Campus), is well situated for transit use. The Metrorail (Washington Metro) ride and associated walking time to Van Metre Hall from:

- **Ronald Reagan Washington National Airport** takes 38 minutes, with one transfer involved,
- **Washington Dulles International Airport** takes 65 minutes, no transfers.
- **Washington Union Station and** the adjacent intercity bus station take 30 minutes, with one transfer.

## Benefits of joining TRF before Registering

Not a member of TRF? Our conference is open to both TRF members and nonmembers. Members, however, register at a discount that makes the total cost of joining and attending the conference just \$5 more than the non-member conference registration rate. That means, by becoming a member first ([click here](#) to join), you'll receive:

- The benefits of a year-long (rolling 12-month) membership for just an extra \$5 in expenses.
- Eligibility for one of the best-paper and best-poster awards reserved explicitly for members at the conference gatherings.

- TRF e-newsletters, notifications of upcoming events, and invitations to members-only virtual gatherings.

Membership is \$50 per year and \$20 for students. While joining, you receive login credentials for the conference discount (these credentials differ from the Abstract Pro submission portal). Questions? Email Allison at [trf-chicago@depaul.edu](mailto:trf-chicago@depaul.edu)