



## Local Progress Racial Justice Convening

December 2-3, 2017

Baltimore, MD

**Meeting Location:** Our meeting will take place at Coppin State University (2500 W. North Ave., Baltimore, MD 21216.) Programming will start at 12PM sharp on Saturday, Dec. 2! A final agenda is forthcoming.

**Meals Provided:** Lunch and dinner will be provided on Saturday, Dec 2. Breakfast and lunch will be provided Sunday, Dec 3. Please review the agenda for meal times.

**Transportation:** We will head over to the meeting space and dinner on Saturday as a group. More information to follow on airport to hotel transportation and on departure times to the events.

**Attire:** Dress code for the conference is business casual.

**Travel:** Participants should book their travel arrangements and submit travel itineraries to Ari Schwartz ([aschwartz@populardemocracy.org](mailto:aschwartz@populardemocracy.org)) by no later than **Friday, Nov. 17**.

**Arrival:** Please plan to arrive for a 12:00 PM meeting start time. The meeting location is about 30 min from the airport.

**Departure:** Please book flights that depart AFTER 6 PM.

**Hotel:** We have reserved rooms for all participants at Hyatt Regency (Hyatt Regency Baltimore Inner Harbor, 300 Light Street, Baltimore, MD 21202). Local Progress will cover all hotel room fees at double occupancy. If you would like to have a single room you will be responsible for the difference in price. All participants are responsible for any additional charges (room service, etc.) upon check out.

On your final day, please check out of your room before programming begins. Bring your luggage with you to Coppin State.

**Financial Aid:** We will provide up to \$300.00 to cover travel costs to the meeting. If you require additional assistance, please be in touch as we don't want this to be a barrier to your participation. The deadline for this is November 10.

**Receipts for Reimbursement:** You will need to provide a W-9 for reimbursement and financial aid. You can submit that to Ari Schwartz ([aschwartz@populardemocracy.org](mailto:aschwartz@populardemocracy.org)).

**Questions:** If you have any questions regarding logistics or financial aid, please contact Ari Schwartz ([aschwartz@populardemocracy.org](mailto:aschwartz@populardemocracy.org)) or 443-604-3891.