

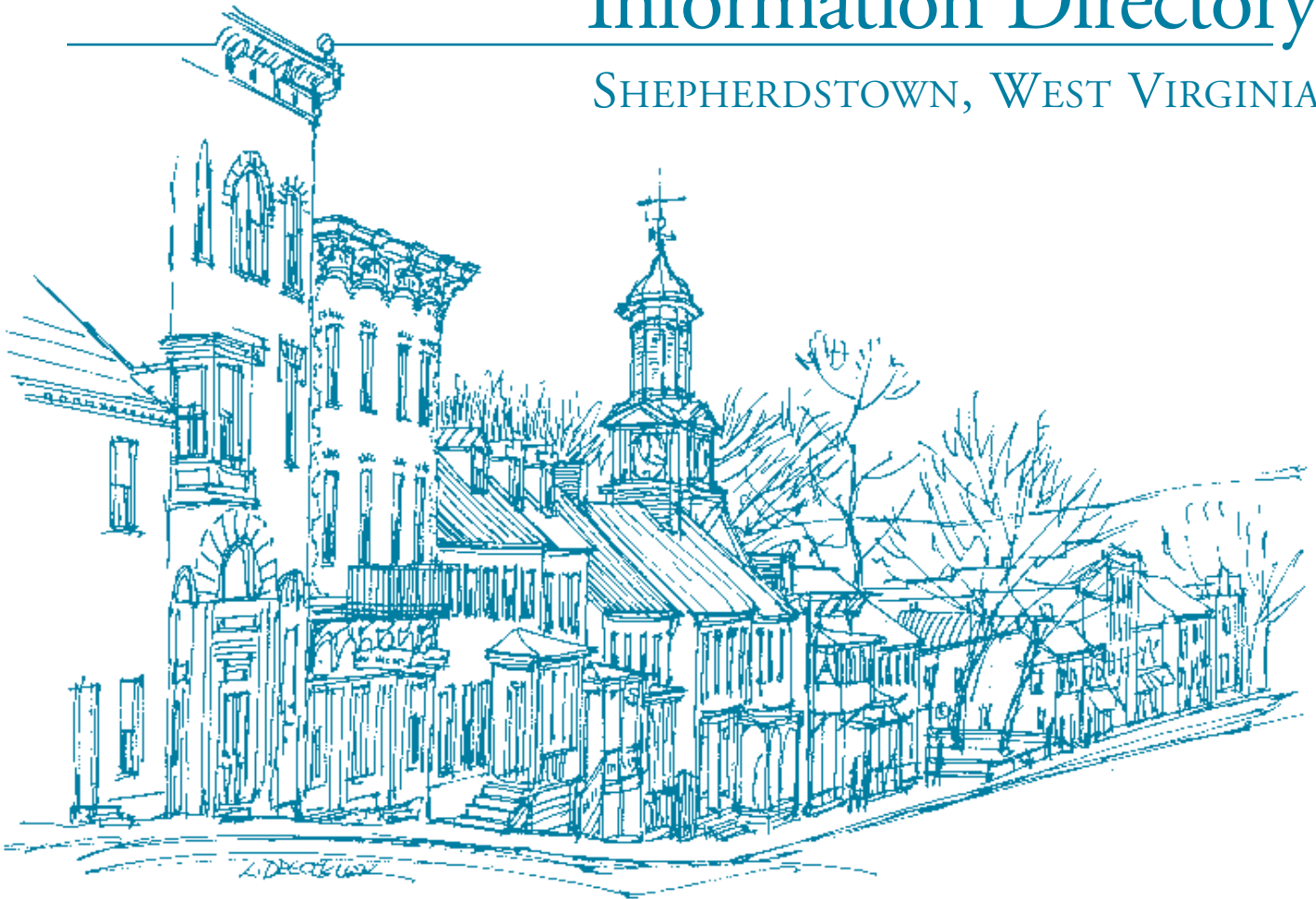
Welcome to the



**EASTERN
MANAGEMENT
DEVELOPMENT
CENTER**

Information Directory

SHEPHERDSTOWN, WEST VIRGINIA



**United States
Office of
Personnel
Management**

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Driving Directions to the Eastern Management Development Center

101 Lowe Drive
Shepherdstown, WV 25443
(304) 870-8000

If you choose to drive, you'll find us convenient. Ample parking is provided adjacent to the hotel at no cost to seminar participants.

From Washington D. C. Take I-270 North to Frederick, MD; US 340 West past Harpers Ferry, WV to Rt 230; Rt 230 North to Shepherdstown, WV; Rt 480 South 0.4 miles to Lowe Drive on right. Look for small, blue Clarion Hotel sign.

From Baltimore, Maryland Take I-70 West to Frederick, MD; US 340 West past Harper's Ferry, WV to Rt 230; Rt 230 North to Shepherdstown, WV; Rt 480 South 0.4 miles to Lowe Drive on right. Look for small, blue Clarion Hotel sign.

From Gettysburg/York, Pennsylvania Take US 15 South to Frederick, MD; US 340 West past Harper's Ferry, WV to Rt 230; Rt 230 North to Shepherdstown, WV; Rt 480 South 0.4 miles

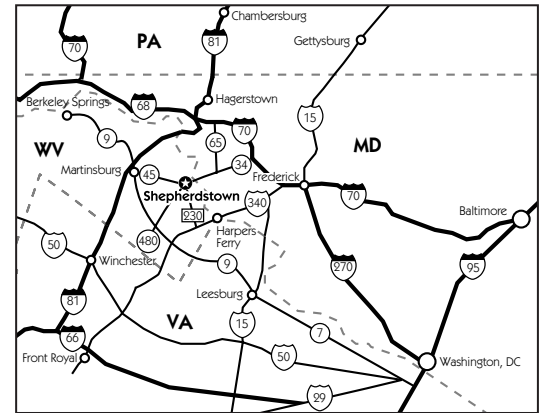
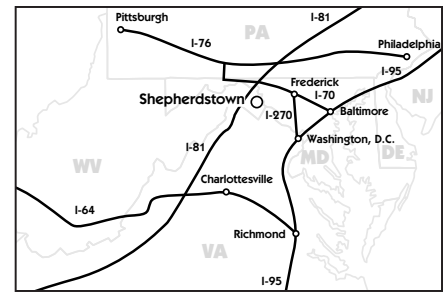
to Lowe Drive on right. Look for small, blue Clarion Hotel sign.

From Northern Virginia Take Rt 7 West to Leesburg, VA; Rt 7 West to Rt 9 Northwest; follow directions for Rt 9 Bypass through Charles Town, WV to Rt 480; Rt 480 North 4.9 miles to Lowe Drive on left. Look for small, blue Clarion Hotel sign.

From Harrisburg, Pennsylvania Take I-81 South to Martinsburg, WV (Exit 12); Rt 9 East toward Charles Town, WV to Rt 480; Rt. 480 North 4.9 miles to Lowe Drive on left. Look for small, blue Clarion Hotel sign.

From Winchester, Virginia Take I-81 North to Martinsburg, WV (Exit 12); Rt 9 East toward Charles Town, WV to Rt 480; Rt 480 North 4.9 miles to Lowe Drive on left. Look for small, blue Clarion Hotel sign.

From Dulles Airport After leaving the terminal, stay in the right lane. Take the "Toll



Road to Leesburg" exit (Greenway Toll Road: \$1.90). In Leesburg, take Rt 7 toward Winchester. Follow Rt 7 to Rt 9 Northwest (Be careful: at one point you will be directed to take a left exit to continue on Rt 9). Follow directions for Rt 9 Bypass through Charles Town, WV to Rt 480; Rt 480 North 4.9 miles to Lowe Drive on left. Look for small, blue Clarion Hotel sign.

Airport Shuttle Service

The U.S. Office of Personnel Management's Eastern Management Development Center, in partnership with the U.S. Fish and Wildlife Service's National Conservation Training Center, is pleased to provide a shuttle service between Washington-Dulles International Airport and the OPM/EMDC campus in Shepherdstown, WV. The fee is \$25 one way and is payable at the Clarion Hotel front desk upon checkout. **If you want to use the shuttle service, you must make a reservation through the EMDC Hotel Liaison Office at (304) 876-7000, x7121.** The fax number is (304) 876-8454. In order to insure that we have a large enough shuttle to accommodate all passengers, please indicate the shuttle you plan to take both upon your arrival and your departure.

Shuttle Schedule: The shuttle takes between 60 and 90 minutes and runs between Dulles and the EMDC at the following times:

Sunday Arrivals:

Depart Dulles at 1:00 p.m.
Depart Dulles at 4:00 p.m.
Depart Dulles at 7:00 p.m.

Monday Arrivals:

Depart Dulles at 10:00 a.m.

Friday Departures:

Depart OPM/EMDC at 6:30 a.m.
Depart OPM/EMDC at 9:30 a.m.
Depart OPM/EMDC at 1:45 p.m.
Depart OPM/EMDC at 4:45 p.m.

Directions to Shuttle at Dulles:

From the Dulles main terminal, follow the signs to baggage pickup/ground transportation, and proceed to the appropriate baggage carousel to claim your luggage. Once you have claimed your luggage, use the nearest airport exit, following the signs marked **Ground Transportation**. The NCTC Shuttle will meet you at **ARRIVALS LEVEL (Mid Level) DOOR 7**. The 24-passenger bus is white with blue trim and has the **U.S. Fish and Wildlife Service** logo displayed on the front. The destination panel will show "NCTC". A 12-passenger van is used for smaller group pickups and also displays a **USFWS/NCTC** identification. The NCTC bus or van will be at **ARRIVAL LEVELS DOOR 7**.

Shuttle Cancellations: The NCTC shuttle departs on time. If you decide not to take the shuttle or know that you will miss it, please call (304) 876-7000, x7121 to cancel your reservation. There is a 48 hour cancellation policy.

Clarion Hotel & Conference Center Information

www.clarion-shep.com

Room Amenities

For your comfort, guest rooms include the following:

- Satellite televisions with remote control
- Touch tone telephones with voice mail messaging
- Spacious bathrooms
- Safety deposit boxes located at the front desk
- Radio alarm clocks
- Desks with tabletop lighting and computer access
- Individually controlled air conditioning and heating units
- Three security options on the entryway doors
- Daily maid service
- Coffee makers
- Hair dryers
- Irons and ironing boards

Additional Hotel Services

- Private EMDC dining room for all meals
- Check cashing privileges at the front desk (up to \$50 with proper ID)
- On-site outdoor pool and jacuzzi (seasonal)
- Coin operated washing machines and dryers - located on the second, third, and fourth floors. For professional dry cleaning assistance, please contact the front desk.

Meals

Your meals will be served in the Robert C. Byrd dining room. If, for medical and/or religious reasons, you are unable to partake of the offered items, please let the EMDC liaison know so that the proper arrangements can be made with the kitchen.

Your guests may dine with you at any meal and may pay the host/hostess on duty for each meal: breakfast (\$7), lunch (\$8), and dinner (\$16).

Hotel Fitness Center

First time users are requested to register in the center's office prior to using the facility or participating in any activity.

A bicycle rack is located in the pool area. Hotel management asks that you not bring bicycles into the hotel.



Rental Car Service

The hotel has a special rate* with Enterprise Rent-A-Car. Should you need a rental car, please contact the EMDC liaison on duty to make the proper arrangements.

**During your stay*

Hotel Shuttle Service

Shuttle service is provided to the dine-around restaurants upon request when obtaining the meal vouchers.

Please refer to the guest directory in your hotel room for other hotel services and important information.

Welcome to Shepherdstown

You may find the following information useful during your stay. If you need assistance, please ask the front desk.

Handy Telephone Numbers

Front Desk	7000
EMDC Liaison	7121
Robert C. Byrd Dining Room	7160
Rumsey Tavern.	7141
Jefferson County Taxi	9-725-3794
City Cab Company.	9-263-4973
Tri-State Transportation.	9-1-800-773-3260
Amtrak.	9-1-800-872-7245
Martinsburg Train Station	9-263-3376
Visitor's Bureau.	9-876-2786
EMDC Office.	9-870-8000

Dine-Around Restaurants & Procedure for Dine-Around

The Bavarian Inn and Lodge

This upscale, award winning Inn offers old world dining at its best. Please no tank tops or shorts for seating in the main dining room at dinner. The Rathskeller is recommended for very casual dining.

Dining Hours: 5-9:30 pm
For reservations: 876-2551

China Kitchen

If oriental is your preference, this restaurant offers a wide variety of fine, classic Chinese cuisine.

Dining Hours: Open Tuesday-Thursday until 9:30 pm
For reservations: 876-6620

Cress Creek Golf and Country Club

Enjoy your evening out in either the formal atmosphere of the club dining room or the more relaxed setting of the Player's Lounge. Please no jeans, tee shirts, or tank tops.

For reservations: 876-2545

Dining Hours:

Player's Lounge - Closed on Monday
Open Tuesday until 9:00 pm
Open Wednesday and Thursday until 10:00 pm

Closed on Monday and Tuesday

Wednesday and Thursday 6-10:00 pm

DK's Lounge & Restaurant at Stonebridge (Martinsburg)

Fine dining in a casual atmosphere—this restaurant provides the golfer an opportunity to get in a round of golf and then relax and enjoy a good meal. **Vouchers will be honored during all hours of operation.**

Dining hours:

Wednesday and Thursday nights: 5:00pm-9:30pm
Friday and Saturday nights: 5:00pm-10pm
Sunday: 1:00am-8:00pm

Sebastian's American Grille & Rumsey Tavern

An extensive menu offers the diner a trendy and eclectic experience in casual surroundings.

Dining Hours: Tuesday and Thursday - 5:30-10 pm
For reservations: See the EMDC liaison by 1:30 pm

Yellow Brick Bank

The Yellow Brick Bank is unequivocal for its intriguing atmosphere and extraordinary cuisine. Clean, casual attire is required for seating in the dining room.

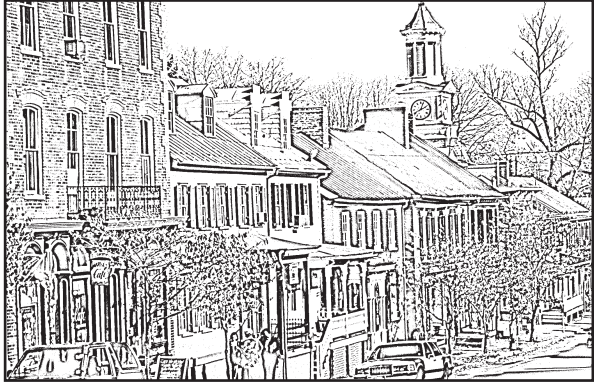
Dining Hours: 5:00 - 10:00 pm
For reservations: 876-2208

Procedure:

1. Select the restaurant
2. Make reservations
3. Obtain a voucher from the EMDC liaison by 1:30 pm of the day of your dine-around (this helps the hotel kitchen prepare for the evening meal)
4. Reserve a hotel shuttle, if needed.
5. Enjoy your dine-around



Shepherdstown History



Shepherdstown is the oldest town in West Virginia. Starting out in 1762 as Mecklenberg, it was re-named for its founder, Thomas Shepherd, in 1798. It officially became Shepherdstown in 1867 after being granted its charter by the new state of West Virginia.

The town and surrounding area are rich in history. Shepherdstown was the starting point for the legendary Bee Line March, in which Southern volunteers rushed to the aid of George Washington's Continental Army in Boston. And while the Civil War was not fought in town, one of its most infamous battles, Antietam, was fought less than five miles away. Shepherdstown became a medical stopping point for the retreating Confederate army, converting one of its storefronts into a temporary hospital.

One of the picturesque areas you may find while visiting Shepherdstown is the Rumsey Monument. Located right on the bank of the Potomac, it marks the spot where James Rumsey demonstrated the first working model of the steamboat a full 20 years before Robert Fulton. A working replica of this boat, information about the life of James Rumsey and early photos of Shepherdstown can be found at the Rumsey Steamboat Museum.

A walk through the town will delight in colonial architecture, and a short drive through the surrounding area will reveal many historical sites and stopping places. Cultural and educational opportunities abound in the areas local colleges (Shepherd College in Shepherdstown, Hood College in Frederick, George Washington University in Cascades, West Virginia University Extension). Local secondary schools afford excellent preparation for advanced educational experiences. Jefferson County is a locale where the style and pace of living is family-oriented and reflects the aspirations of generations of individuals seeking higher quality of life that everyone remembers.

From: The Ranger Notebook:

Battle of Shepherdstown
September 19-20, 1862

Potomac River Ford

Known as Boteler's Ford, Blackford's Ford, Pack Horse Ford, and other names, the shallow crossing of the Potomac River less than a mile downstream from Shepherdstown, West Virginia, was used by travelers since Native American times. After the highway bridge at Shepherdstown was destroyed early in the Civil War, the ford was a convenient crossing point between Confederate Virginia...

Union cavalry arrived on the Maryland side of the river soon after dawn and began to probe the Confederate position across the Potomac with artillery and rifle fire. Under orders from McClellan to pursue the enemy, Fitz John Porter's 5th Corps took over from the cavalry after about two hours. Porter aggressively put more cannon into position and ordered the First U.S. Sharpshooters and one company of the 5th New York Infantry forward. They used the dry trench of the C & O Canal as cover and began to pick off Confederate gunners on the far side of the river. Some Union artillery shells crashed into Shepherdstown itself, causing confusion and chaos among the townspeople and wounded rebels left there...

Pendleton's anxiety increased as Union infantry actually crossed the river. Just before dark, an attacking party of about 500 men waded across under the cover of a barrage of fire, and forced the Confederate infantry back... The Yankees pulled back to the east side of the river for the night, taking their captured guns with them. In the confusion and darkness, however, Pendleton reported to Lee that Union forces were in Virginia and had captured the entire reserve artillery. Lee and Jackson reacted by ordering A.P. Hill's and Jubal Early's Divisions to stop their withdrawal, turn, and drive the pursuers back into Maryland.

Battle of Shepherdstown

As the Confederates reacted to the assumed crisis, Union commanders were planning a follow-up to their raid. Three brigades from the 5th Corps crossed the Potomac at 7:00 a.m. and proceeded toward Shepherdstown and down the Charlestown Road. Advanced skirmishers soon met A.P. Hill's Division closing in on the ford from the west. With the Confederates advancing in force, and only a small number of Federals on the Virginia side, Porter gave orders for all Union troops to return back across the river into Maryland.

Under the cover of artillery fire from the east bank, the Yankees began to wade back across. But Colonel Charles M. Prevost, commanding the newly formed 118th Pennsylvania Infantry (known as the Corn Exchange Regiment), refused to withdraw until he received orders from his direct superior.

continued...

Hill's Confederates smashed into the Pennsylvanians just as they began to deploy atop the bluffs overlooking the ford.

This was the Northerner's first battle, the first opportunity many of them had to discover their issued Enfield rifles were defective and would not fire. Colonel Prevost was wounded trying to steady his men, other officers led a bayonet charge which was smashed, and the regiment broke apart. Some tried to escape by climbing down the bluffs under Confederate fire, and many died as they fell to the rocks below. Others picked their way past the old cement mill, ran across the slippery dam, or waded across at the ford. Of the 700 men in the 118th who crossed the river that morning, only 431 came back across.

When the Confederates smashed this attempt by the Union army to pursue Lee, McClellan was convinced that the Southern army still had plenty of fight left in it. He decided to delay any further effort to pursue until reinforced. The Battle of Shepherdstown ended the Maryland Campaign, Lee's first invasion of the North.

Elmwood Cemetery

Elmwood Cemetery in Shepherdstown is the final resting place for 252 Confederate soldiers, many of whom died during Lee's Maryland Campaign. Wounded Southerners were brought to Shepherdstown during retreat, and those who died in hospitals there were buried in the local cemetery. Other Confederates were reinterred there between 1868 and 1870. Henry Kyd Douglas, a member of Jackson's staff whose boyhood home Ferry Hill is located just across the Potomac from Shepherdstown, is buried in Elmwood Cemetery. The cemetery is located 1/2 mile west of Shepherdstown on Route 480.

Directions From the Battlefield Visitor Center:

Drive south on MD 65 to Sharpsburg; turn right at the stop sign onto MD 34 west. From the modern highway bridge over the Potomac you can see the monument to James Rumsey, who successfully demonstrated his 48-foot steamboat on the river at Shepherdstown in 1787. Turn left at the stop sign in Shepherdstown onto German Street and follow it as it bends to the Potomac River. The road becomes River Road, and the ruins of the old mill on the left and the plaques on the right mark the location of the ford. These tablets are part of a system of War Department markers placed around Antietam Battlefield in the 1890s to identify the positions of individual units. Please do not climb on the bluffs, and respect private property.

C&O Canal National Historical Park

Along the Potomac River, (301) 739-4200
Boat rides, (301) 299-3613 or (202) 653-5910

Hike or bike on this former towpath canal used to transport cargo from Cumberland, MD, to Georgetown in the District

of Columbia, during the latter half of the nineteenth century. The canal runs 184.5 miles from DC to Cumberland and camping, fishing, and boating are allowed in designated areas.

The C&O Canal follows the route of the Potomac River for 184.5 miles from Washington, D.C. to Cumberland, MD. The canal operated from 1828-1924 as a transportation route, primarily hauling coal from western Maryland to the port of Georgetown in Washington, D.C.

Hundreds of original structures, including locks, lockhouses, and aqueducts, serve as reminders of the canal's role as a transportation system during the Canal Era. In addition, the canal's towpath provides a nearly level, continuous trail through the spectacular scenery of the Potomac River Valley. Every year millions of visitors come to hike or bike the C&O Canal in order to enjoy the natural, cultural, and recreational opportunities available.

Historic Shepherdstown and The Historic Shepherdstown Museum

Incorporated in 1961, Historic Shepherdstown has undertaken many important major projects that benefit our community. The Historic Shepherdstown Museum was founded in 1983, and in 1986 the expansion and updating of the National Register for Historic Places listing for the Shepherdstown Historic District was completed.

The largest effort began in 1972 when the historic Entler Hotel was scheduled for demolition.

Volunteers worked together to save and restore the building as a center for public activity. After many years of heavy public use, a major 25th anniversary renovation project was undertaken in 1997-98 to further enhance the public rooms. Today the Entler is headquarters for the Historic Shepherdstown Commission.

Harpers Ferry National Historical Park

Harper's Ferry, (304) 535-6298

A walk down the brick streets of this restored, pre-Civil War town transports you to 1859, the year abolitionist John Brown fought to free the slaves. Black history exhibits along High Street; quaint craft shops, museums and eateries. Part of the Civil War Discovery Trail.

Throughout its history, Harpers Ferry has been the backdrop for remarkable and unparalleled events. Here, in one setting, several themes in the American story converge: Native Americans, industry and transportation, African-Americans, John Brown, the Civil War, and the natural environment. Harpers Ferry became part of the National Park System in 1944. The park covers over 2,300 acres in the states of West Virginia, Maryland, and Virginia.

Arts & Culture

Apollo Civic Theater

Martinsburg, (304) 263-6766

Host to vaudeville shows, concerts and films since 1913, the Apollo, now restored, houses a theater group, ballroom and art studio.

Contemporary American Theatre Festival

Shepherdstown, (304) 876-3473 or (800) 999-CATF

This professional resident theater presents four new American plays in rotating repertory, plus puppetry, dance, music and visual arts each July.

Ice House Art Center

Berkeley Springs, (304) 258-2300

Home of year round concerts, gallery shows, community theater and The Morgan Arts Council.

Old Opera House

Charles Town, (304) 725-4420 or (888) 900-SHOW

This renovated 1920 play house has presented live theater for the past 20 years.

Millbrook Orchestra

Shepherdstown, (304) 876-3170

The Millbrook Orchestra provides quality music for the Blue Ridge regions of eastern West Virginia, Maryland, Pennsylvania and Virginia. This professional organization assures enjoyable performances by accomplished musicians Saturday evenings between September and May in the Frank Creative Arts Center for the Performing Arts on the Shepherd College campus.

Shepherdstown Opera House

Shepherdstown, (304) 876-3704

Fine art films.

Star Theater

Berkeley Springs, (304) 258-1404

Weekend films at an old-time movie theater.

History

Antietam National Battlefield and Cemetery

Sharpsburg, (301) 432-5125

Described as the "Bloodiest Day of the Civil War: the Battle of Antietam (or Sharpsburg) on September 17, 1862, climaxed the first of Confederate Gen.

Robert E. Lee's two attempts to carry the war into the North. Some 41,000 southerners were pitted against the 87,000-man Federal Army of the Potomac under Gen. George B. McClellan. And when the fighting ended, the course of the American Civil War had been greatly altered.

Belle Boyd House

Martinsburg, (304) 267-4713

Home (c. 1853) of the Civil War spy

Belle Boyd, who supplied information to the Confederacy.

Harper's Ferry Historic District

Harper's Ferry

Shops along cobblestone streets winding uphill from the park to the town of

Bolivar feature a remarkable collection of antiques including Civil War memorabilia and local crafts.

James Rumsey Steamboat Museum

Shepherdstown, (304) 876-6907

Dedicated to James Rumsey, inventor of the steam engine, this museum houses a half-size working replica of the first Rumsey Steamboat.

Jefferson County Courthouse

Charles Town, (304) 728-7713

Site of treason trial of John Brown in 1859; used as barracks by Federal troops during the Civil War.

Jefferson County Museum

Charles Town, (304) 725-8628

The museum houses Civil War artifacts and relics from the era of John Brown's raid, including his gun and the wagon that carried him to his execution.



To Be More Than Equal

The Many Lives of Martin R. Delany

(Born in Charles Town, WV) 1812-1885

Explorer, doctor, author, and trailblazer. First Black Field Officer in the US Army, and conscience to all.

Outdoor Adventures

Appalachian Trail

Harper's Ferry, (304) 535-6331

Bike and hike along this national scenic trail, which passes through West Virginia at Harper's Ferry.

Berkeley Springs State Park

Berkeley Springs, (304) 258-2711 or (800) CALL WVA

Working mineral spa in a quaint historic setting, with spa and health treatments year round.

Cacapon Resort State Park

Berkeley Springs, (304) 258-1022 or (800) CALL WVA

Features 18-hole championship golf course designed by Robert Trent Jones, horseback riding and lakeside beach.

Coolfront Resort and Spa

Berkeley Springs, (304) 258-1022 or (800) CALL WVA

Spa pampering, private woodland chateaus, boating, hiking, swimming, tennis and snow tubing. Smoking cessation and other programs available.

Homestead Farms Riding Stable

Martinsburg, (304) 267-6584

Western style trail rides through the West Virginia countryside.

L&D Fishing Tours

Charles Town, (304) 728-6030

Guided fishing trips on the Shenandoah River. Excellent bass fishing, canoes or motor boats.

River and Trail Outfitters

Harper's Ferry, (301) 695-5177
Raft, kayak, canoe and tube trips on the Potomac and Shenandoah rivers. Winter cross-country ski tours.



River Riders

Harper's Ferry, (800) 326-7238
Rafting, tubing, kayaking and canoe trips.

Golf

Locust Hill Golf Club

Charles Town, (304) 728-7300
Semi-private golf course just west of Charles Town. Recommended by Golf Digest.

Sleepy Hollow Country Club

Charles Town, (304) 725-5210
Semi-private golf course located just east of Charles Town.

Stonebridge Golf Club

Martinsburg, (304) 263-GOLF
Challenging course with fairways winding through West Virginia hills, offering exciting shots and magnificent vistas.

The Woods Resort

Hedgesville, (304) 754-7977 or (800) 248-2222

This golf resort offers deluxe lodging, dining, tennis, racquetball, year round swimming, with packages available on the 27-hole golf course. Daily play available.



Shopping and Specialties

A.T. Gift Company

Harper's Ferry, (304) 876-6680
This Eastern Panhandle winery offers a variety of fruit wines.

Berkeley Springs Antique Mall

Berkeley Springs, (304) 258-5676
30 dealers across from Berkeley Springs State Park.

Dickinson & Wait Craft Gallery

Shepherdstown, (304) 876-0657
Hand-made crafts by 160 national artists.

Duffields Country Store

Shenandoah Junction, (304) 876-3227
A quaint little shop for your gift and country accent needs featuring antiques and quality crafts.

Jefferson Growers' Market

Charles Town, (304) 728-7413, ext. 1
Fresh fruits and vegetables, wine and cider for sale. Saturdays, July through October.

O'Hurley's General Store

Shepherdstown, (304) 876-6907
Offering the best in turn-of-the-century merchandise, this quaint store and blacksmith shop sells glassware, cookware, furniture, and hardware.

Outlet Village of Hagerstown

Hagerstown, (800) 628-9467
Outlet mall featuring 60 stores with name brand and designer fashions and home accessories.

Panhandle Pottery and Designs

Martinsburg, (304) 264-0478
Home accessories and fine gifts, including candles, baskets, fresh silk and dried flower arrangements.

Shepherdstown Historic District

Shepherdstown
A quaint district of wooden storefronts and tree-lined streets where specialty shops and charming restaurants abound.

Special Attractions

Charles Town Races and Gaming Casino

Charles Town, (304) 725-7001 or (800) 795-7001

Thoroughbred racing both day and night, simulcasting, and video slots. Shuttle service provided Tues./Thurs. See EMDC liaison.



Harpers Ferry Ghost Tours

Harper's Ferry, (304) 725-8019

Wander the streets of Harper's Ferry by lantern light to gain a unique look at the town's history, Fridays-Sundays, May 1-November 8, reservations in October and November.

Rock Hill Creamery

Martinsburg, (304) 264-2373
Serving premium homemade ice cream, with many specialty items.

Summit Point Raceway

Summit Point, (304) 725-8444
Sports car, motorcycle, go-cart and international Grand Prix style racing.



Quick Reference Information

EMDC Web site:www.leadership.opm.gov

Clarion Hotel Shuttle Hours:By prior arrangement.

EMDC Building Hours:24 hours a day, 7 days a week

Clarion Health Club/Gym:Open Mon-Fri, 5:30am-10:00pm, Sat-Sun, 9:00am-10:00pm.

Robert C. Byrd Dining Room Hours:7 days a week, unless otherwise announced in class

Breakfast 6:30am-9:00am

Lunch 11:30am-1:30pm

Dinner 5:30pm-8:30pm

Weekend hours are the same—except for **Breakfast:** 7:00am-10:00am

Phone Numbers:

Family Emergency number to call: EMDC reception, 8:30am-5pm, EST, 304-870-8000. **General Messages:** Clarion Hotel operator, 24hrs., 7 days, (304)876-7000. Messages will be found on your voicemail.

Fax Number:

The hotel fax number is 304-876-8454. The Clarion Hotel Front Desk will notify participants of incoming faxes on their voicemail.

After hours faxes can be picked up at the hotel front desk.

Hotel charges for incoming faxes: \$2.00 for first page, \$.25 for additional pages.

Outgoing faxes can be sent self-service from the EMDC Business Center free of charge (the EMDC fax number is 304-870-8001); the Hotel charges \$3.00 for the first page and \$2.00 for each additional page for outgoing faxes.

Hotel Student Lounge:

The Clarion Hotel provides two lounges for MDC classes. These are the Potomac Room and the Blue Ridge Room. These lounges are located on the second floor of the hotel, on either side of the elevators. There is a refrigerator, TV, VCR, stereo, and microwave in each room.

Business Center:

The EMDC provides a Business Center, which includes several copy machines, a fax machine, and several banks of telephones with both local and FTS access.

No Smoking:

There is no smoking in the EMDC facilities.

The Executive Seminar Center



Blazon

- Shield:** Vert, a fret, the center portion consisting of a four pointed star or voided of the field and the two counter bendlets (saltire) argent.
- Crest:** On a wreath argent and vert, an anvil proper enflamed or and gules.
- Scroll:** Argent lined vert (motto when chosen to be in black letters).

Symbolism

The Management Development Centers were originally called "Executive Seminar Centers," and were chartered under the Civil Service Commission. The symbolism of the Coat of Arms is as follows: The four pointed star was suggested by the device on the Civil Service Commission seal and alludes to the Civil Service Commission (predecessor of OPM), under whose jurisdiction and authority executive seminars were held and conducted. The star is voided (open) to indicate review, elucidation and discussion of government policies, needs and requirements as they affect civil service personnel and operational functions. The two crossed diagonals (saltire) refer to the various departments and agencies of the government and are interlaced with the voided star to indicate the interlocking of the departments and agencies in their combined mission of achieving government and civil service goals. The anvil is symbolic of wisdom (the brain); in metaphor the brain is likened to an anvil on which are hammered out, by thought and knowledge, new ideas, solutions and decisions as to current and future problems. The tongues of fire are symbolic of zeal and in conjunction with the anvil allude to the presentation, illustration, illumination, investigation and discussion of problems and goals by the groups attending the seminars. The color green is symbolic of memory, knowledge, freshness of approach and unity; the color white (silver) of truth and ability; the color yellow (gold) of achievement and guidance.

Most Frequently Asked Questions

Will I have my own hotel room? Do I need to make my own hotel reservation?

Each participant has an individual hotel room. The EMDC staff will make your room reservation for you the week before the seminar begins. Remember to fax the enclosed Special Request Form to Carolyn Zwior at (304)876-8454.

Do I get Per Diem?

Your tuition covers meals & lodging so the per diem is \$2.00/day, depending on your agency.

How far is the airport from the Clarion Hotel? Is there a shuttle? How much does it cost?

Dulles Airport is approximately 65 miles from the hotel. It takes about an hour and a half each direction during normal traffic and road conditions. The Clarion Hotel has a partnership with the National Conservation Training Center to provide shuttle to and from the Airport for all EMDC guests at a nominal fee of \$25 each way. Please look for the NCTC shuttle when you arrive at the airport.

Can my spouse or guest accompany me?

Yes, but it is not recommended due to the intense nature of our seminars. There will be an additional \$10.00 per night room charge for guest(s) staying in your room, and if they will be eating with you in the EMDC dining room the charges for guest(s) meals are: Breakfast- \$7.00, Lunch-\$8.00 and Dinner-\$16.00. For specific information please call Carolyn Zwior, EMDC Liaison, at (304) 876-7000, extension 7121.

Can I stay in the hotel any additional nights not included in the tuition?

For those participants not based in the Washington, D.C. area and its surrounding environment, who cannot arrive in time for class on opening day, the Center will provide an additional night's stay as part of your attendance at the Seminar. For each additional night you elect to stay beyond the term of the Seminar, you will be charged the government rate of \$79.00, plus tax per night. Please note on your lodging and transportation sheet any additional nights along with your credit card number. For further information please call Carolyn Zwior, EMDC Liaison, at (304) 876-7000, extension 7121.

Do I need a rental car?

Personal transportation is not required as the hotel, training center, and health club are in the same complex. If your agency has authorized a rental car, one can be rented at the airport or hotel. Many participants get together to rent a car

for weekend trips. Enterprise Rental has weekend discounts available for Clarion Hotel guests: parking is free at the hotel and the center.

What is the dress code?

The dress code is casual: slacks, open collar shirts, and sweaters in cooler weather. We want you to be comfortable while you're here. Bring athletic wear for working out.

What is the weather like?

Shepherdstown weather, like weather everywhere, can be unpredictable, but the climate is generally similar to that of Washington, D.C., perhaps two or three degrees cooler.

How can I access my e-mail while I'm at the Center?

If your agency has set up web-based e-mail, you can access that e-mail from the computers in our Technology Center, all of which have internet access. If your agency does not have web-based e-mail (i.e., if you have to dial in to a separate number to connect), then you will have to do it through the phone jacks in your hotel room; the Front Desk can help you if you have any problems connecting. The telephone lines in the Center are digital phone lines; these will not work with analog modems, and trying to connect through these lines could damage your modem.

How do I find out about course content?

There are a number of ways. Our program guide and this website both have course content. The program manager of the specific class can answer in depth questions about the curriculum. The program coordinator can answer logistical questions. Please call 304-870-8000 to obtain specific phone numbers.

Where can my agency buy a space and how do we get billed for class attendance?

The Agency Accounts Office at the Eastern Management Development Center is responsible for space sales for agencies with contracts (304-870-8008/fax 304-870-8009).

How do I get a program guide and schedule?

Program guide and schedules may be requested by calling the Eastern Management Development Center at 304-870-8000 or accessing our website at www.leadership.opm.gov

Can I get college credit for attending a seminar?

Many of our classes are accredited. Please check with the program manager about credit for a specific seminar.

Maps of Interest

