

Welcome

Dear Colleagues,

I am looking forward to seeing you at the 2015 Chief of Party Conference, with the theme Evidence to Action: Knowledge for Impact. Our team is committed to making the conference a great experience. As always, the COP Conference provides an outstanding opportunity to review and reconnect with the strategic direction and priorities that we share in our mission-oriented company.

This year, we will focus on evidence, action and impact, with many technical topics designed to support technical leadership by COPs, projects and the company as a whole, including:

- Scaling and Sustainability
- Monitoring and Evaluation for Impact
- What's New in Health Systems Strengthening?
- Theory of Change...and many others.

The conference has been organized to maximize your training and project sharing opportunities. Please note, as a company we are strongly committed to sustainability and we will minimize the impact of the conference on environmental resources.

I hope that you will enjoy your stay and learn more about One Global Abt, our projects, and the company strategy. You should also come away with enhanced knowledge about maintaining compliance and accountability in your projects. I look forward to hearing your experiences and views in the various sessions at the conference, and learning from you.

Regards,



Jay L. Knott
Executive Vice President and Chief Business Officer

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General Conference Information

What to Bring

- CHARGED Abt laptop and other Abt-issued electronic devices
- Chargers and an electricity adapter (if you have one)
- Security badge (if you have one).
- Credit card
- Reusable Water Bottle (if you have one)
- A traditional costume to wear at our annual Cultural Night Dinner (optional)

Our Commitment to Sustainability

Abt Associates is committed to integrate sustainability into all aspects of its operations. This is important to our clients, to our business, and to the communities in which we operate. The COP Conference is an important annual event for Abt Associates, and every year we make more progress in integrating sustainability considerations throughout the planning process. Below is a summary of initiatives that we have undertaken to lower this event's environmental footprint and minimize the use of scarce natural resources.

- **Limited printed materials.** The central vehicle for communication for this year's event is the COP Conference Website. Wi-Fi will be available throughout office, hotel conference rooms and hotel guest rooms. All conference content has been made available in digital format for viewing and downloading. Limited printed content will be distributed at the conference. See "Accessing Conference Materials" for more information.
- **Signage.** All signage, including structural signs and banners, are made from at least 30% post-consumer recycled materials.
- **Material Reduction.** All materials provided for your use are reusable, and are meant to minimize waste, including the conference welcome bag which is 100% recyclable, reusable and hand washable.
- **Food and Beverage.** We consider environmental impact in everything we do; we work together with environmentally-friendly vendors to maximize our sustainability efforts. We will do our best to avoid serving individually packaged food and drinks when possible.
- **Waste Reduction.** In order to minimize waste, please look for recycling bins around the office which are blue and have been clearly labeled. Please note that you do not have to separate paper from commingled recycling (glass, plastic, aluminum); all of these items can be disposed of in any blue bin around the office. Recycling bins will be available at the hotel as well. **Please ensure that all paper or commingled items get recycled properly.**

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Hotel Accommodations

Hyatt Regency Bethesda

One Bethesda Metro Center
7400 Wisconsin Avenue
Bethesda, Maryland, USA, 20814
Tel: +1 301 657 1234
Fax: +1 301 657 6453

Located in the heart of downtown Bethesda at the corner of Wisconsin Avenue and East-West Highway one block north and east of the Abt Associates office. You are encouraged to enjoy the hotel's amenities including complimentary Wi-Fi in the guest rooms, a heated whirlpool, health club with indoor pool, dry cleaning services, two restaurants and a lobby lounge. Check-in is 4 p.m. and check-out is 12 p.m.

- Centered in Bethesda Arts and Entertainment district with over 200 restaurants, theaters, galleries, and boutiques adjacent to hotel
- Direct Red Line Bethesda Metro Station below the hotel to Washington D.C.'s monuments, museums, attractions, and the National Zoo
- Minutes to shopping and boutiques

To ensure a timely conference opening, new COPs will check in at their hotel by Sunday, June 7, and returning COPs will check in by Monday, June 8. For the returning COPs, the conference starts on Tuesday, June 9, unless you have scheduled client or project meeting on Monday, June 8. All Friday, June 12 meetings are solely at the discretion of the divisions; MI&E and lodging expenses for Friday must be approved by project managers in advance.

*NOTE: Room and tax charges for the duration of the conference (New COPs June 7-12, and Returning COPs June 8-12) are paid directly by Abt Associates. Upon check-out of the hotel, COPs are responsible for paying for any additional room, and all incidental charges. Please bring a credit card with you. You can also work with your FCA on obtaining travel advance.

Abt Office Building Access

Security badges are required to access all Abt Associates offices. New COPs will receive their security badges on Monday, June 8; please come to the 8th floor. If you are currently in possession of your security badge, please bring it to the COP Conference. If you have misplaced your security badge, please email Office Services at office-services-solutions@abtassoc.com as soon as possible in order to obtain a temporary badge. Temporary security badges **must be returned** at the drop-off box next to the Abt office reception desk on the 8th floor, or the conference registration table at the hotel. Please note that a code is needed when using the office building stairs. To enter any Abt office floor (2,4,5,8, or 9 floor) from the stairs, please use the code 5000.

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Accessing Conference Materials

Most conference materials will be provided through the 2015 COP Conference Website. Wi-Fi access will be available in all conference rooms at the Abt Associates Bethesda office, as well as your guest rooms and conference rooms at the Hyatt hotel. **Please download content on your machine and refer to the [Tips for Making Notes with Digital Content](#) document to ensure you make the most out of your experience at the Conference.** Please contact Nick Murray (Nick_Murray@abtassoc.com) if you have issues downloading the materials from the conference website.

Conference Registration

New COPS will have training on Monday, June 8. Please come to the 8 floor (reception area) by 8 am. You will receive your security badges and proceed to the 5th floor where the training will take place. The Conference registration will start on Tuesday, June 9 at 7:45 AM, at the Hyatt Regency Hotel. The conference will begin promptly at 8:15 AM.

Meals and Refreshments

Breakfast

Breakfast is provided at the hotel each morning, and is included in your hotel room rate. No breakfast per diem will be allowed.

Lunch

We will serve lunch for new COPS on Monday, June 8. Lunches will be provided to the COPS at the Hyatt hotel during the conference on Tuesday, June 9 through Thursday, June 11 (no lunch per diem). Friday, June 12 is a project day, and all labor and expenses are paid by your division or project.

Dinner (Supper)

- *Monday, June 8*
New COPS will be dining at Ruth's Chris Steakhouse located at 7315 Wisconsin Avenue which is next to the office. No per diem for the new COPS; for returning COPS, dinner per diem: the M&IE dinner rate is \$36.
- *Tuesday, June 9*
Dinner per diem: the M&IE dinner rate is \$36.
- *Wednesday, June 10*
All COPS are invited to the third annual Cultural Night Dinner at CESCO Osteria, an award-winning restaurant a short walk from the hotel, located at 7401 Woodmont Avenue. No per diem dinner reimbursement will be available.

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- *Thursday, June 11*
Dinner per diem: the M&IE dinner rate is \$36.
- *Friday, June 12*
Project day; client/project meetings. All M&IE and lodging expenses must be approved by project managers in advance. The COP conference charge code should NOT be used in expense reports for that day.

Transportation

Getting to Your Hotel

Once international flights are finalized for all COPs, we will do our best to organize transportation from the airport and back. If you do not hear from us, please take taxi to the hotel.

During Your Stay

All COP Conference activities except for client meetings will take place within walking distance from the office and your hotel. Explore downtown Bethesda by walking (you can find maps of walkable Bethesda on the conference Website). The Bethesda metro station is located next to your hotel and a short walk from the Abt Associates office; metro is a convenient way to travel to downtown Washington D.C.

Onsite IT Support

Monday

IT Staff will be available in the Washington Room on the 8th Floor of Abt's Bethesda office. IT personnel can assist you connect to the Internet and answer other IT-related questions. IT personnel will also be performing **mandatory** laptop health checks. This may involve virus scans, encryption and other tasks as deemed necessary. Please note that IT laptop health check will be performed on a first-come, first-served basis. These health checks will take some time, therefore, be prepared to leave your laptop with IT for a few hours. This may extend into the next day in certain instances (you will be kept informed). There will be charging stations available in the Washington Room and in the IT Service Center on the 4th floor, however no power strips will be available at your seat. **Please bring a fully charged laptop every morning.** IT Services may also be contacted via email at ITServiceCenter@abtassoc.com. Provided you have current configured 'certs' (for AGI access) on your Abt-issued project laptop, your laptop will automatically connect to the '**Abt-Employee**' Wi-Fi network in and around any of the conference rooms. Note that we will also provide '**Abt-Guest**' Wi-Fi passwords during registration for your other devices.

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Tuesday-Thursday

IT staff will be onsite in the Hyatt Hotel Executive Board Room to assist you with any Internet or other computer-related questions. IT personnel will also be performing **mandatory** laptop health checks. Please note that IT laptop health check will be performed on a first-come, first-serve basis. Charging stations will be available in the main conference areas at the Hyatt during the conference. Wi-Fi will be available in the Hotel conference rooms.

Completing Your Timesheets Daily

COPs (COPs only) should charge their labor during the conference to 19589.1003. In addition, some COPs may have to charge some of your time to their project codes. Please note that telecommuters shall use the charge codes provided by their divisions, and shall not use this charge code. Please access Oracle daily from AGI to record your time.

Expense Reports

Expense reports are **due by June 30, no exceptions**. Please remember to include any travel advance and all company paid expenses in your report. Please review the general expense report guidelines on AGI. Further instructions will be sent to COPs and FCAs as the conference date approaches. Each expense report will be reviewed by your FCA and Project Manager before being approved by the office of the Chief Business Officer (CBO) Jay Knott.

Conference Evaluations

COP feedback is essential to making future conferences more meaningful and productive. We would like all COPs to fill out session evaluations at the end of each day. Evaluations can be found on the conference website by clicking on an individual day.

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Contact Information

1. General Inquiries

For all conference-related questions, please contact: IEG – your project manager, project director or Calvin Watson. IHD – your project director, portfolio manager, or FCA.

2. Travel

For non-emergency questions regarding travel and flight arrangements, COPs should contact their corresponding FCAs. For last minute emergency travel issues (delays, flight cancelations, etc.) please contact your travel agency or airlines directly. Travel emergency phone numbers often found on the travel itinerary.

3. In Case of Emergency

For emergencies while traveling or outside of business hours, call the Abt Associates 24/7 Emergency Line: 410-858-4445.

For emergencies once you are in the U.S., call the Abt Associates front desk during regular business hours (8:30 am – 6:00 pm) at 301-347-5501. After business hours please use the 24/7 Emergency Line at 410-858-4445.

4. Medical Emergencies: Call 911 Immediately

Suburban Hospital
8600 Old Georgetown Road
Bethesda, Maryland 20814
Tel: 1-301-896-3100

Michael Gray MD (walk-in clinic located
two blocks from Abt office)
4314 Montgomery Avenue
Bethesda, Maryland 20814
Tel: 1-301-951-3606