



Blackboard

Regional Training Schedule & Area Info Washington, DC October - December 2009

Blackboard Inc.'s Washington, DC training facility is located on the 1st floor of the Blackboard building at **650 Massachusetts Avenue, NW, Washington, DC 20001- 3796**. The main phone number is 1-800-424-9299. Please see the area information included on the following pages for more location information.

Register for these workshops using the Training Registration Center at <http://trainingcenter.blackboard.com>. Please note that registration for these regional workshops closes **1 week prior** to the listed start date unless the event has been cancelled as per our policy below.

November 2009			
Workshop	Price	Dates	System Covered
Blackboard Learn - Course Delivery GUI Administration (for newer users)	\$ 650.00	Nov 9-10	Blackboard Learn - Course Delivery (Release 9.0 - Enterprise)
Blackboard Learn - Course Delivery Essentials (for newer users)	\$ 975.00	Nov 11-13	Blackboard Learn - Course Delivery (Release 9.0 - Enterprise)

If these events do not meet your schedule or needs, we invite you to review our other regional options:

- Click below to review the workshops being held in our Phoenix, AZ offices.
http://www.blackboard.com/resources/training/Reg_Schedule_Phoenix.pdf
- Click below to review our synchronous regional workshops held over the Web using WebEx™.
http://www.blackboard.com/Resources/Training/Reg_Schedule_Sync.pdf

CANCELLATION POLICY:

While it is always our hope to conduct these regional workshops as planned, Blackboard Inc. reserves the right to cancel these workshops due to low enrollment or acts of God. **The deadline for cancellation will be 3 weeks in advance of the first day of the week the workshop is scheduled to begin.** Should you register prior to this date, Blackboard Training will contact you to notify you if the workshop has been cancelled. **It is highly recommended that you do not book travel arrangements until that time, or please be sure to book refundable airfare, hotel, etc.**

For any questions, please contact training@blackboard.com.



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TRAINING SCHEDULE:

Blackboard Inc. training events in the DC office begin at 9:30 AM. Please be prompt so the session may begin on time. Sessions typically conclude by 4:30 PM. Lunch will be provided. There is no need to bring any materials with you other than a notebook and pen.

FLYING DIRECTIONS:

If you fly to DC, you will likely find arriving into Reagan National Airport (DCA) most convenient, as it is a short metro ride or taxi ride to and from our headquarters. Dulles International (IAD) is about 30 miles away and a taxi fare can run over \$60.

DRIVING and RAIL DIRECTIONS:

If you will be driving, complete directions to the Washington, DC office can be found at <http://www.blackboard.com/company/locations/>. Local paid parking facilities are available next door and in the surrounding area. Washington, DC can also be reached by train using Amtrak. You should depart at Union Station in Washington, DC. The office can be reached by cab or by traveling on the red line of the Metro heading toward Shady Grove from Union Station. See the Public Transportation portion below for more Metro information.

LODGING:

There are many hotels in downtown Washington, however, we recommend that you begin with the following list. The hotels listed below offer special rates for Blackboard visitors and are located near the office. The rates at the Renaissance and Courtyard are "Last Room Availability," which means that when the hotel is booked to a certain capacity, the Blackboard rate is not offered.

Name	Address	Phone
Hampton Inn Convention Center	901 Sixth St., NW, Washington, DC 20001	202-842-2500
The Courtyard by Marriott	900 F St., NW, Washington, DC 20004	202-638-4600
The Liaison Capitol Hill	415 New Jersey Ave., NW, Washington, DC 20001	202-638-1616
The Renaissance	999 Ninth St., NW, Washington, DC 20001	202-898-9000

You may also try these hotels which are a bit further from the office, but are still accessible via taxi or public transportation. They would be a few metro stops away from our office on the red line heading towards Glenmont.

Name	Address	Phone
The Quincy	1823 L St., NW, Washington, DC 20036	800-424-2970
Hilton Washington	1919 Connecticut Ave., NW, Washington, DC 20009	202-483-3000
The Beacon Hotel	1615 Rhode Island Ave., NW, Washington, DC 20036	800-821-4367
Jury's Washington Hotel	1500 New Hampshire Ave., NW, Washington, DC, 20009	202-483-6000
Washington Suites Georgetown	2500 Pennsylvania Ave., NW, Washington, D.C. 20037	202-333-8060

PUBLIC TRANSPORTATION:

The Blackboard Inc. office is accessible via public transportation. The closest Metro station is the Gallery Place/Chinatown stop which is a few blocks from the office. When exiting the Metro train at Gallery Place/Chinatown, exit using the Verizon Center/7th and F Street exit. After exiting the Metro, proceed to your right along 7th Street past the Verizon Center and toward Massachusetts Ave. Please visit the [Washington Metropolitan Area Transit Authority Metro system map](#) for more information. An area map is also provided below

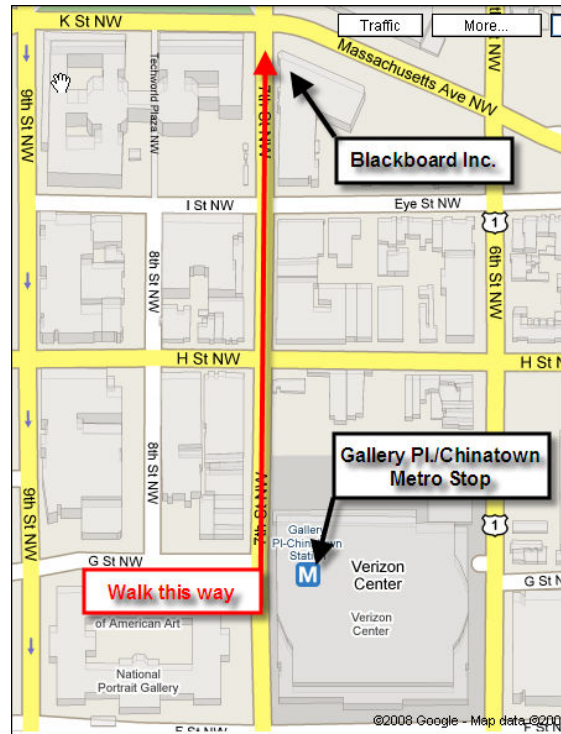


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YOUR ARRIVAL:

When you arrive at the building for your first session, please enter the building from the corner of Massachusetts Ave. and 7th Street, below the Blackboard sign. Once inside, proceed to the receptionist to announce your arrival and sign in. A Blackboard Training consultant will meet you in the reception area at 9:15 a.m. and escort you to the training lab.

OTHER HELPFUL HINTS:

Washington, DC weather is notoriously variable. We recommend that you check <http://www.weather.com> (use zip code 20001) for the latest updates. Although we try to keep the office temperature around 70, you may wish to bring a sweater or light jacket. Our office dress is business casual.

Blackboard provides lunch for event attendees. Coffee, soda, water and juice are available throughout the day. We can recommend local restaurants for dinner as well.

IN CASE OF EMERGENCY:

Please call the Blackboard Inc. office at 800-424-9299 or contact the DC-based Training Coordinator, Rita Murphy (rmurphy@blackboard.com or 202-463-4860 x2332) You may also send us an email at training@blackboard.com.