

## Important Information Regarding the Washington DC Trip

To: [REDACTED]

Hi All,

You are receiving this email because you are scheduled to attend the fieldtrip to Washington, DC next week. Please read the email thoroughly and email me to confirm you read and understand the instructions.

Also, please read the attached Conduct Policy and Assumption of [REDACTED] and Release of Liability. You must sign and return the Assumption of [REDACTED] and Release of Liability before being allowed to attend the trip. You can drop it by my office (or slip it under my door if I am not there).

### Schedule/Attire for Tuesday, April 12th

- We will meet at the Amtrak Train Station in Rocky Mount at 11:15am. The address is 101 Coastline Street, Rocky Mount, NC 27804. The drive from Greenville to the train station is approximately 1 hour and you are responsible for driving yourself.
  - Please wear your purple ECU polo shirts with jeans or shorts
  - According to [REDACTED] you are permitted to bring a small cooler with food/beverages on the Amtrak train. If you choose not to bring food, it will be available for purchase on the train.
- We will arrive in DC at approximately 4:30pm and proceed directly to the Hyatt Place (999 Ninth Street NW).
  - Due to cost constraints, the four women will share a room on Tuesday night and the two men will share a room. On Wednesday and Thursday night, we will have an extra room and I will inform you of the room assignments in the coming days.
- Once we check in, you may have the rest of the afternoon/night to go sightseeing on your own. Remember, whatever you choose to do, act professionally and abide by the ECU code of conduct.

### Schedule/Attire for Wednesday, April 13th

- We will meet in the lobby for breakfast at 10am.
  - YOU MUST BE IN BUSINESS PROFESSIONAL ATTIRE at breakfast
- After breakfast, we will attend the Young Agents' Welcome Reception that begins at 10:45am. After that, we will attend the Luncheon, Educational Session, and the Legislative Briefing.
  - Note that all of these events occur consecutively and you will not have any free time between events.
  - Note also that business professional attire is required for all events during the day.
- After the conference events, we will attend the reception that begins at 5pm and then

immediately proceed to dinner with [REDACTED]

- Note you should remain in business professional attire for dinner.
- After dinner, we will travel back to the hotel together and, YOU MAY NOT LEAVE THE HOTEL AFTER DINNER.

### **Schedule/Attire for Thursday, April 14th**

- We will meet in the lobby promptly at 6:15am for breakfast. YOU MUST BE DRESSED IN BUSINESS PROFESSIONAL ATTIRE for breakfast.
  - Note the breakfast is also a networking/social event and it will last until approximately 10am.
- After breakfast, we will meet with legislators on Capitol Hill. The meeting times/locations will vary for all of us and will be given to use when we check in. I will provide you more information about your meetings when I receive the schedules.
  - Note you will be in business professional dress for these meetings.
- If it does not conflict with your legislative meetings, you will attend the [REDACTED] lunch from 11:45-1:30 in the US Capitol Visitor's Center Atrium.
  - Note you will be in business professional dress.
- After you are finished with your meetings and lunch, you may do some sightseeing, However, CHECK IN WITH ME BEFORE LEAVING to go sightsee.
- We will meet in our hotel at 6:30pm to go to dinner. Please wear business professional attire to dinner.
- After dinner, we will go to the [REDACTED] silent auction. It begins at 9pm and it is important that you remain professional during the entire event (i.e. do not get intoxicated and remain in business professional dress).
- After the [REDACTED] silent auction, YOU MAY NOT LEAVE THE HOTEL.

### **Schedule/Attire for Friday, April 15th**

- We will meet in the lobby for breakfast at 7:30am. YOU MUST BE DRESSED IN BUSINESS PROFESSIONAL ATTIRE.
- After breakfast, you will go change into casual attire and we will check out of the hotel.
- Our train departs at approximately 3:00pm so, once we check out, we will go do some sightseeing together as a group. We will decide where to go sightseeing after we check out.

### **Other Important Things to Remember**

- Read the Conduct Policy and the Assumption of [REDACTED] and Release of Liability. You must return the signed copy of the Assumption of [REDACTED] and Release of Liability in order to go on the trip.
- As you have already realized, the majority of the trip requires that you be dressed in business professional attire. That is a full suit and tie for men and the equivalent for women.
  - Even when you are on your own free time, it is imperative that you dress appropriately. You represent ECU and as such you must be professional at all times.

- You will be representing ECU at all times on this trip so you must remain professional at all times. If you are 21 and over, you may not, at any point during the trip, consume excessive amounts of alcohol. It is unacceptable for any student to become intoxicated or misuse alcohol during this trip.
  - Of course, if you're not 21, you may not drink alcohol at all. It is against the law.
- Do not leave the hotel for any reason unless it is part of our schedule.
- We have VERY early mornings so you should be rested and awake for all functions.
- Make sure you bring proper identification for admittance on the train.
- Beginning with dinner on Tuesday night and ending with lunch on Friday afternoon, you will be supplied with three meals per day and nonalcoholic beverages.
- You are responsible for paying for any sightseeing activities.
- Bring money for any incidental snacks and purchases you need to make on the trip.
- Bring a portfolio, business cards, and lots of copies of your resume.
- My cell is 555.555.5555. Please don't hesitate to call/text while on the trip if you need anything.
- Any failure to behave appropriately on the trip, which would include violating any of the above instructions, will result in my referring you to the dean of students office for disciplinary action.

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