



REGISTRATION

When can I register?

- Early bird registration has closed
- Regular registration: April 30 - June 9
- Registration closes on June 9 or once capacity is reached, whichever comes first.

I can't afford the registration fee or travel costs. What do I do?

While UNA-USA does not provide financial assistance, here is a list of [ideas to fundraise](#) your way to the summit!

My plans have changed, and I can no longer attend the summit. Am I eligible for a refund?

Attendees can receive refunds up to 7 days before the summit (June 2). You can request a refund directly from the registration platform, [Eventbrite](#). If you have any issues with receiving your fund, please reach out to membership@unausa.org.

Can UNA sponsor my visa?

This conference is targeted at those residing in the United States. UNA-USA is unable to sponsor any travel visas.

RONALD REAGAN BUILDING & INTERNATIONAL TRADE CENTER

Does the building have a Lost and Found?

Yes, please call 202.565.1903 to inquire about any items lost while visiting our building. If you are prompted to leave a voicemail, please leave a detailed message regarding your lost item(s). UNA-USA is not responsible for any items lost or missing during the summit.

Is there a bag check?

There is no bag check at the Ronald Reagan Building or other UNA-USA events June 9-10. However, on Lobby Day, you can check your bags in the morning at our meeting location and pick them up after your last meeting on the Hill.

What meals will be provided at the summit?

Breakfast and lunch will be provided each day of the summit. Individuals with dietary restrictions were asked to submit those details in their conference registration form via Eventbrite.

Is there a Mother's Room?

Yes. There are private rooms in the Ronald Reagan building next to the auditorium. If you have trouble finding the Mother's Room, please find a UNA-USA staff member or volunteer to provide you with directions.



Is there a dress code?

Dress is business casual on Sunday, June 9 and Monday, June 10. Please remember that even though June in Washington D.C. is hot, it may be chilly indoors. We recommend packing at least one sweater/sweatshirt or light jacket. On Tuesday, June 11, attendees will participate in Lobby Day. Attire will include the official UNA-USA Global Leadership Summit t-shirt and attendees should plan to wear comfortable shoes. *(Please refrain from wearing sneakers, flip-flops, or shorts).*

Is parking available?

Participants must find parking on their own. The Ronald Reagan Building has public parking available in their underground parking lot with entrances at 13½ Street off Pennsylvania Avenue and two entrances on 14th Street. The parking garage is open 24 hours. For additional information, please visit their [website](#).

Is the Ronald Reagan building metro accessible?

The Federal Triangle station (orange/blue/silver lines) is located on-site and is connected to the building by covered passageway. The Metro Center station (red line) is located just two blocks away.

LOBBY DAY

Can I go to Lobby Day meetings that are not on my schedule?

The lobby day groups were created specifically for each individual attending and congressional offices were notified in advance. You must stay with your assigned group and follow the schedule.

Will transportation be provided to and from the church?

Participants must arrange their own transportation to and from each event for the duration of the summit. UNA-USA will not provide buses or any other methods of transportation during the summit.

Is Capitol Hill ADA accessible?

While Capitol Hill is ADA accessible, it is NOT very accommodating, so please inform us prior to the summit if you require a wheelchair or other assistance by emailing membership@unausa.org. The Ronald Reagan Building and the church are both ADA accessible.

Are outside food and drinks allowed on Capitol Hill?

Outside food and drinks are not allowed inside the United States Capitol. All outside food and drinks must be consumed prior to the security check point.

Can I leave Lobby Day early?

Participants should expect to be at meetings as late as 5:30 p.m. If you need to leave early, please contact a UNA-USA team member immediately.

Please email membership@unausa.org with any additional questions.



PROGRAM LOCATIONS & LOGISTICS

Program Locations

On June 9-10, please report to the Ronald Reagan Building and International Trade Center, located at 1300 Pennsylvania Avenue NW, Washington, D.C. 20004. [The Google Map can be found here](#). Please enter from the entrance at 14th Street between Pennsylvania Avenue NW and Constitution Avenue NW. **You must bring a government-issued ID as you will have to go through a security screening, so please allocate extra time in your commute.**

For Lobby Day on June 11, we will meet at the Lutheran Church of the Reformation, located at 212 E. Capitol Street NE, Washington, D.C. 20003. [The Google Map can be found here](#). Bus transportation will not be provided to Capitol Hill on Lobby Day. Instead, you can take the blue, orange, or silver line trains to the Capitol South metro station, or use ride-sharing services, like a taxi, Uber, or Lyft. Luggage can be stored at the church. We will have a dedicated member of staff monitoring stored luggage from 7:30 a.m. – 5 p.m. ET.

Day 1: Checking In

Upon entering the Ronald Reagan Building and International Trade Center, please follow the signs that will direct you to the registration table to check-in and receive your event badge. UNA-USA staff members will be there to assist you. Please enter at the 14th Street entrance between Pennsylvania Avenue NW and Constitution Avenue NW. **You must bring a valid government-issued ID as you will have to go through a security screening. Please allocate extra time in your commute.**

Days 1 & 2: Session Materials

The full agenda will be available on both the app and our website. Speaker bios and session materials can also be found on the app. *Please bring electronic devices to access materials and participate during sessions.*

Day 3: Advocacy Day

The Summit concludes with Lobby Day on Tuesday, June 11. This is your opportunity to meet face-to-face with Members of Congress and let them know that Americans from across the country support a strong U.S.-UN partnership. To prepare for your meetings with Members of Congress, please [download and review the 2019 Briefing Book](#), which highlights what Congress should know about the important work of the UN and how it benefits the U.S. to support a fully funded United Nations.