Advanced Programs Travel Guide
Washington DC/Arlington, VA

Site Office & Personnel Data

Education Services Officer:
Site Director: Christopher Della Valle
Assistant Site Director: Sasha Ramdeen

Office Hours:
Monday-Friday: 0800-1600

Mailing address:
2189 Crystal Plaza Arcade
Arlington, VA 22202-4602

Email address:
apwashington@ou.edu

Phone Number(s):
  • Office: (703) 418-4800
  • Fax: (703) 418-2730
  • Site Director (emergencies): (see pre-travel documents)
  • Advanced Programs: (405) 325-2250
  • Mary Atkins, Travel: (405) 325-0134 (office); (405) 550-9676 (cell)
  • Christopher Sartorius, NAP Theater Director: (405) 325-4523 (office)

Classroom Information

Location:
Office/Classroom is located around the corner and across the street from the hotel in the Crystal City Underground Shops, Plaza 5. See page 2 for complete directions.

Class Schedule:
Monday – Friday 1800-2130, Saturday 0800-1630, Sunday 0800-1200

Available A/V equipment:
Overhead projector, LCD projector, white board, TV, DVD, VCR & Wireless Internet Access
Are there means of reproducing class materials?
No. Professors will need to bring copies of all class materials with them. Advanced Programs is not allowed to reimburse for this expense.

Lodging for Advanced Programs Professors:
Hilton Crystal City Hotel
2399 Jefferson Davis Highway
Arlington, VA 22202
Phone: (703) 418-6800; Fax: (703) 418-3762

Radisson Hotel, Reagan National Airport
2020 Jefferson Davis Highway
Arlington, VA 22202
Phone: (703) 920-8600; Fax (703) 920-4033
Website: [http://www.radisson.com//arlingtonva](http://www.radisson.com//arlingtonva)

How do I get from the airport to the hotel?
When you arrive at the airport, you can contact the Hilton for pickup at the designated phones, which is located by the baggage claim. The Hilton’s number for pick up is (703) 418-6800. A shuttle bus will pick you up outside the baggage claim area on the curb. There is no charge for this service to and from the Regan Washington National Airport, Crystal City Metro, nearby shopping, restaurants, and businesses.

When you arrive at the airport, you can contact the Radisson for pickup at the designated phone, which is located by baggage claim. The Radisson’s phone number for pick up is (703) 920-8600. A shuttle bus will pick you up outside the baggage claim area on the curb. There is no charge for this service. The Radisson offers complimentary shuttle service to and from Reagan National Airport, Pentagon and Crystal City Metro Station.

Directions from the Hilton to OU office and classroom:
When exiting the hotel walk north to the corner of 23rd street (you will see Legal Sea Food on your right). Walk across the street to the other side of 23rd and head East. Continue down 23rd Street until (you will see the Buchanan House on your right across the street). At the second high rise building, there will be an entrance for the Plaza Shops. Go through the double sliding doors next to the parking garage and follow the hallway into the Underground Plaza Shops. The OU office/classroom is the third business on the right. Though it is referred to as the Underground, we are actually at street level.

Directions from the Radisson to OU office and classroom:
When exiting the hotel take a right and go to the corner of Jefferson Davis Highway and 23rd Street. Cross Jeff Davis Highway and continue down 23rd Street (you will see the Buchanan House on your right across the street). At the second high rise building, there will be an entrance for the Plaza Shops. Go through the double sliding doors next to the parking garage and follow the hallway into the Underground Plaza Shops.
The OU office/classroom is the third business on the right. Though it is referred to as the Underground, we are actually at street level.

**Directions to Crystal City metro stop – yellow/blue lines - via “Underground” climate-controlled, secure walkway:**

Enter the Crystal City Underground as if you are coming to the OU office. Continue down the corridor past shops (about 3 – 4 minute walk) to Au Bon Pain Bakery on left; turn left and follow the Metro signs past Marriott Hotel and Forum to the Metro escalators on the right.

**Metro Rail Hours of Operation**

- Monday-Thursday: 5:30a.m. - Midnight
- Friday: 5:30a.m. - 2:00 am
- Saturday: 8:00a.m. - 2:00 am
- Sunday: 8:00a.m. - Midnight

**Taxi Service**

- Red Top Cab Service: (703) 522-3333
- Blue Top Cab: (703) 243-8294
- Yellow Cab: (703) 522-2222
- Crown Cab: (703) 528-0202

**Services**

Crystal City has everything one could ask for; much of it is in a secure, climate-controlled Underground. Within walking distance you’ll find gourmet food, wine shops, dentists, dry cleaners, opticians, a video rental store, banking facilities, mail & copy services, car rentals, souvenirs, clothing, gift shops & restaurants galore!

**Arlington/Crystal City on the World Wide Web**