



2023 S-STEM SCHOLARS MEETING

Washington, D.C.

September 14-16



Frequently Asked Questions

General Meeting Information

When will the meeting begin and end?

The meeting will start at 5:00 p.m. ET on Thursday, September 14, and conclude at 11:00 a.m. ET on Saturday, September 16. View the [full agenda](#) on Whova.

Where will the meeting take place?

The S-STEM Scholars Meeting will be held at the [Marriott Marquis Hotel](#), located at [901 Massachusetts Ave NW, Washington, DC 20001](#).

What should I wear?

Attendees are encouraged to wear outfits that make them feel comfortable and confident, keeping in mind that you may meet potential employers and members of your professional network. If you would like any additional guidance or ideas for what to wear, consider viewing examples of smart casual or business casual attire.

Temperature: Be aware that conference meeting rooms are often cold, so it is good to have a light jacket or sweater handy. Check the [D.C. weather forecast](#) to help you plan too!

Footwear: It is a good idea to wear comfortable shoes to the meeting, and especially when exploring the city. Be aware that D.C. sidewalks often are made of pavement stones that are uneven or loose, so please watch your step walking! If you will be visiting museums and attractions, know that many are 1-2 miles walking distance from the hotel.

Do I need to download Whova?

Yes. Please [download](#) the Whova app on your phone and log into the 2023 S-STEM Scholars Meeting event with the email address that you used to register for the meeting. The agenda, information about sessions, research poster listings, Q&A discussions, resources, and important announcements will be posted in Whova throughout the meeting to help you make the most of the event.

Covered Costs & Reimbursements

What costs are covered?

Roundtrip airfare/train ticket, hotel accommodations, and meals provided at the meeting will be covered. We will also reimburse incidentals such as ground transportation, meals outside of the meeting and on travel days, baggage claim, etc.

Will I receive a pre-paid stipend card?

If you made your flight or train travel arrangements through our AMEX travel agency, then yes, you are eligible to receive a pre-paid card. Those eligible for cards will need to [complete](#) and [submit](#) a W-9 form beforehand, and will pick up the card during meeting registration on 9/14 at the Marriott Marquis hotel between 1-8 p.m. If you are receiving a stipend card, then you will not need to submit receipts and paperwork for reimbursement after the meeting. You can use the amount on the stipend card to cover all your expenses. You will keep the card, so any remaining funds on it after the trip are yours.

What if I am driving or taking local transportation and I did not book travel using the AMEX travel agency?

You will receive your travel stipend in the form of a reimbursement after the meeting. AAAS staff will provide you with forms and information to help you with this reimbursement process. You will receive funds after the conclusion of the meeting.

Hotel Lodging

Where will I be staying for the meeting?

All S-STEM Scholars Meeting attendees will have rooms in one of two hotels, which are directly across the street from one another:

Marriott Marquis ([901 Massachusetts Ave NW, Washington, DC 20001](#)), or
Courtyard Marriott ([901 L Street NW, Washington, DC 20001](#))

When will I receive my hotel confirmation?

The hotel should have sent a confirmation email to you a couple of weeks ago. If you do not see your hotel confirmation in your inbox after checking your spam folder, contact ssteminitiative@aaas.org.

What do I need at check-in?

When you check into the hotel at the front desk you will need to provide a valid photo identification (such as a driver's license) and a personal credit or debit card. An incidental hold will be put on your card, which will be removed after you check out as long as you do not charge anything to your room (like room service or mini-bar snacks) or damage the room. If you do not have a personal credit or debit card you may use your stipend card for this (if you are receiving one).

Traveling To and From the Meeting

When should I receive my flight or train confirmation?

The AMEX travel agency should have sent a confirmation email to you when your travel arrangements were first made. If you do not see your flight or train confirmation in your inbox after checking your spam folder, contact [AMEX](#) to request to have it resent to you. Be sure to check that the spelling of your name on your ticket matches the spelling of your name on your government issued photo identification. If you need to make adjustments to this, contact AMEX.

How do I arrange ground transportation to/from my home and the local airport or train station?

You will be responsible for arranging and paying upfront for your travel to/from your home and local airport or train station. AAAS will not assist with this, but we will reimburse the cost. We encourage you to seek advice from your faculty member about ground transportation and coordinate local transportation with other students traveling from your institution.

How do I arrange ground transportation to/from the Washington, D.C. airport and my hotel?

You will be responsible for arranging and paying upfront for your travel to/from the Washington D.C. airport or train station and the hotel. AAAS will not assist with this, but we will reimburse the cost. We encourage you to coordinate ground transportation with other students and faculty traveling from your institution or arriving at the airport around the same time as you. You can use the Whova app to do so. You may take an Uber, Lyft, or taxi, which is faster but often expensive. Or, you may take D.C. Metrorail or Metrobus, which isn't as fast, but is reliable and inexpensive (you will need to purchase a [SmartTrip card](#) at the airport or train station to do so). See our [Ground Transportation Tips](#) for more information.

Directions if arriving by plane to [DCA](#)

Directions if arriving by plane to [IAD](#)

Directions if arriving by plane to [BWI](#)

Directions if arriving by train to [Union Station](#)

Meals

What meals will be provided?

Meals provided during the meeting include dinner on September 14, breakfast and lunch on September 15, and breakfast on September 16. You will receive reimbursement for meals not provided during the meeting, and on travel days.

Where should I eat outside of provided meals?

There are so many great restaurants in D.C., it would be hard to list them all! We have put together a [short list of a few different places](#) near the Scholars Meeting. You can always use Google or Yelp to find additional restaurants or types of cuisines.

Poster Presentations

I'm presenting a poster. What do I need to know?

You are assigned a 45-minute time slot to present during one of the two poster sessions. You can find when you will be presenting and your poster number in the Whova app when you click on "Posters" on the home page of the app and search by your name. We will have push pins and boards for you to hang your poster. Your poster should be no larger than 4 ft by 4 ft in size.

D.C. Museum Experiences

How do I get to my museum tour?

During scheduled times, groups will meet in pre-determined areas (which will be announced in Whova) and will be escorted to the museum by a Meeting Mentor or an AAAS staff member by walking. Be advised that many museums and tour sites are 1-2 miles from the hotel and can be a 30–45-minute walk. When you arrive at the museum, you can look at the exhibits on your own in a self-guided tour. Scholars will be responsible for arranging their own transportation back to the hotel, or to the airport/train station at the conclusion of their time at the museum. See our [D.C. Museum Visitation Tips](#) for more information.

Cancellations

What if I can no longer attend?

In the case where you become unable to attend due to a family emergency, illness, or other unforeseen circumstance, please notify AAAS S-STEM REC staff as soon as possible using this [cancellation form](#).

Still have questions?

Check out the resources available on our [website](#):

- [S-STEM Scholars Meeting Travel FAQ](#)
- [Research Poster Abstract Guidelines](#)
- [Ground Transportation Tips](#)
- [D.C. Museum Visitation Tips](#)
- [Local Restaurant Information](#)
- [Tips for Authentic and Inclusive Engagement](#)
- [Know Before You Go Information Session](#)
- [Meeting Mentor Information Session](#)

Email the AAAS S-STEM REC Planning Team: ssteminitiative@aaas.org