Speaker and Participant Information

Duke-Margolis Private Events and Workshops

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Speaker Information

Required Information

Thank you for your participation in a public event at the Duke-Margolis Center for Health Policy. This speaker information packet provides important information about your participation. Please review these materials and return the following at your earliest convenience, but no fewer than five working days prior to the event.

☐ Brief Biography (No more than 250 Words)

☐ Head Shot (.jpeg or .tif file, at least 300 dpi resolution)

Recordings and Webcast

Duke-Margolis private workshops may be recorded for the purposes of creating meeting summaries. These recordings are used for internal record-keeping only and will not be used or distributed in any public forum.

Presentation Slides

If you have been asked to provide a PowerPoint presentation for this event, or if you would like to prepare supporting slides for your planned remarks, please use the widescreen (16x9) format in PowerPoint. While we do not ask presenters to utilize a standard design or event template, we find that the widescreen format provides the greatest clarity and consistency across various projection screens, video monitors, and webcast video.

Communication, Conflict of Interest, and Endorsement Policies

The Duke-Margolis Center for Health Policy does not endorse third-party positions on policy issues, whether expressed by individuals or organizations. Consistent with the principles of academic
freedom, individual members are free to speak their minds and express their opinions regarding important issues.

Participants in events and workshops sponsored by the Duke-Margolis Center for Health Policy may not use the Center’s name to imply endorsement or affiliation with any policy position, organization, technology, product, or service. Individuals participating in Duke-Margolis events are expected to disclose potential conflicts of interest in a manner consistent with the requirements of their primary employer.

Should speakers or their organization wish to publicize participation in any event, any use of the Duke-Margolis Center for Health Policy’s name, in any variation, should be approved by the Vice President for Public Affairs and Government Relations or his/her designee. Any additional questions about external communications should be directed to the Center’s Director of Communications.

**Reimbursement Policies**

**Speakers and participants are responsible for booking their own travel.** Duke-Margolis does not make travel arrangements for speakers or participants under any circumstances.

Duke-Margolis does not reimburse speakers or participants for travel except in exceptional cases. Grant terms and Duke University policies (in the case of some State government employees, all Federal Government employees, and licensed and practicing physicians) may prohibit speaker reimbursement. **Please let your Duke-Margolis contact know if this policy presents a barrier to your participation.**
Directions to the Duke-Margolis Center for Health Policy

PLEASE CONFIRM THE LOCATION OF YOUR EVENT. DUKE-MARGOLIS HOLDS EVENTS AT MULTIPLE VENUES

Washington, DC Office
The Duke-Margolis Center for Health Policy is located at 1201 Pennsylvania Ave NW, Suite 500, Washington, DC 20004.

AIRPORTS
The Washington, DC area is served by three airports:

- Ronald Reagan Washington National Airport located in Arlington County, Virginia (4.1 miles)
- Washington Dulles International Airport located in Dulles, Virginia (29.9 miles)
- Baltimore/Washington Airport located in Baltimore, Maryland (35.2 miles)

TRANSPORTATION
We strongly advise taking the Metro to the venue. Parking is very limited and expensive in Metro Center, though street parking may be available at parking meters.

Red, Orange, Blue or Silver Lines to Metro Center
Exit station using F & 12TH ST NW Exit

Once out of the metro, walk a short distance S on 12th St NW
The Duke-Margolis Health Policy Center will be one block south on the right after crossing E St NW.

PUBLIC PARKING
Rates and times determined by parking companies.

- 1275 Pennsylvania Ave NW (Entrance on E St NW)
- 555 12th Street NW
- 1111 Pennsylvania Ave NW

Durham, NC Office
The Duke-Margolis Center for Health Policy is located in the JB Duke Hotel at 230 Science Drive,
Durham, NC 27708. To access our offices, enter the hotel at the front entrance and turn right. Proceed past the stairs to the lower level and turn left. Follow the corridor past the sign into the suite labeled “Executive Offices”.

**AIRPORTS**

Duke University is served by Raleigh-Durham International Airport (RDU).

**TRANSPORTATION**

Uber, Lyft and taxi service are available from RDU. Please see driving directions below.

**PUBLIC PARKING**

Parking is available in the hotel garage, the entrance is located on Thomas Center Drive just off of Science Drive.

**DRIVING DIRECTIONS**

**FROM I-40 WEST (Coming from the East - RDU Airport, Raleigh, Wilmington)**

Follow I-40 West to exit 279B, which is Route 147 North (Durham Freeway).
Continue on 147 North for approx. 11 miles to exit 16B, which is 15/501 South Bypass.
Follow 15/501 South for approx. 1 mile to exit 107, Duke University West Campus.
At the bottom of the exit turn left onto Cameron Blvd.
Continue on Cameron Blvd. to the 3rd traffic light, which is Science Drive.
Turn left at Science Drive.
Continue on Science Drive for ¼ mile and turn left onto Thomas Center Drive to reach the Entry Plaza of the JB Duke Hotel.

**FROM I-40 EAST (Coming from the West - Chapel Hill, Winston-Salem, Asheville)**

Follow I-40 East to exit 270, which is 15/501.
Turn left onto 15/501 North (towards Durham).
Continue on 15/501 North for approx. 2 miles and 15/501 Business will split to the left.
Stay to the right to remain on 15/501 North towards downtown Durham.
Follow 15/501 North for approx. 2 more miles to exit 107, Duke University West Campus.
At the bottom of the exit turn right onto Cameron Blvd.
Continue on Cameron Blvd to the second traffic light, which is Science Drive.
Turn left at Science Drive.
Continue on Science Drive for ¼ mile and turn left onto Thomas Center Drive to reach the Entry Plaza of the JB Duke Hotel.

FROM I-85 NORTH (Coming from the South - Greensboro, High Point, Charlotte)
Follow I-85 North to exit 172, which is Route 147 South (Durham Freeway).
Continue on 147 South for less than 1 mile to exit 16B, which is 15/501 South Bypass.
Follow 15/501 South approx. 1 mile to exit 107, Duke University West Campus.
At the bottom of the exit turn left onto Cameron Blvd.
Continue on Cameron Blvd to the 3rd traffic light, which is Science Drive.
Turn left at Science Drive.
Continue on Science Drive for ¼ mile and turn left onto Thomas Center Drive to reach the Entry Plaza of the JB Duke Hotel.

FROM I-85 SOUTH (Coming from the North - Virginia and Points North)
Follow I-85 South to 15/501 South Bypass (Exit 174A).
Follow 15/501 South approx. 1½ miles to exit 107, Duke University West Campus.
At the bottom of the exit turn left onto Cameron Blvd.
Continue on Cameron Blvd to the 3rd traffic light, which is Science Drive.
Turn left at Science Drive.
Continue on Science Drive for ¼ mile and turn left onto Thomas Center Drive to reach the Entry Plaza of the JB Duke Hotel.