



2024 CHESAPEAKE WATERSHED FORUM

The Alliance looks forward to welcoming you to the National Conservation Training Center (NCTC) Friday, October 18 - Sunday, October 20. This document will lay out all the information you need to know to prepare for the Forum.

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Venue Information

Forum Location

[National Conservation Training Center](#)
[698 Conservation Way](#)
[Shepherdstown, WV 25443](#)

Arrival

Forum registrants may arrive as early as 8:30 AM on Friday, October 18. The Welcome begins in the entry auditorium at 10:30 AM on Friday.

- When you have made it to Conservation Way, you have arrived at NCTC.



- On Conservation Way, you will pull up to a booth where you will be asked to present a government-issued photo ID to access the federal facility.
- After showing your ID, you will proceed to the first small intersection. Turn right onto Roosevelt Road.
- Park in the “Blue Lot” located on your left. You may leave your luggage in your car. There is also handicap parking available in the lot immediately in front of the entry building, as well as limited two hour parking. We strongly encourage only those with accessibility needs to park in the two-hour parking spots.
- Once parked, you can follow the path to the Confluence Center.
- Upon entering the Confluence Center, you will see the Forum registration table. Check-in with Alliance staff first before picking up your name badge from NCTC staff.

Classrooms

There are two main classroom buildings at NCTC - Turner Building and Lemon Building (see map). With the exception of the Dairy Farm Tour and plenary, all sessions will be held or start from these two buildings. Room numbers for each session may be found in the Program Booklet or on the conference app, [Whova](#).

Accommodations

There are four guest lodges: Murie, “Ding” Darling, Rachel Carson, and Aldo Leopold. Each lodge has three floors of guest rooms. Each individually controlled heated and air-conditioned guest room has a double bed, reclining chair, combination desk and workspace, television with cable TV, personal safe, Internet connection cables or wireless access, additional table top fan, extra blanket, hair dryer, shampoo, body soap, iron, and ironing board. Each lodge building has a separate lounge for group gatherings. Lodges are also equipped with a laundry facility (including soap dispensers), kitchenette with a microwave, refrigerator, ice machine, and coffee maker.

Check-in for lodging is 1:00 PM. Luggage storage is available in the Confluence Center Building. You will have the opportunity to move your vehicle from the blue lot to the lot associated with your lodge after check-in. Check-out time is at noon (12:00 PM). If you need a late check-out, please call the Front Desk. Before departing, leave the room key and name badge holder in the room, or return it to the Front Desk.

One lodge is designated the “late night lodge.” This lodge is primarily for guests who intend to stay up late to socialize and network in the evenings. We do our best to assign guests to this lodge only by request; however, we cannot always accommodate all preferences.



Meals

Meals will be provided daily starting with lunch on Friday, October 18 through breakfast on Sunday, October 20 in the Headwaters Lodge. Meal times are 6:30-8:30 AM (breakfast), 12:00-1:30 PM (lunch), and 5:30-7:00 PM (dinner). Please be sure to wear the name tag provided to you upon check-in. This will be your meal ticket. If you registered as a commuter, please check your registration for which meals you elected to eat at NCTC.

Your dietary needs have already been communicated to NCTC staff. All allergens should be clearly labeled. If not, please ask the kitchen staff for guidance.

Snacks

Each instructional area has a nearby break station that serves coffee, tea, juice, and water as well as nutritional and full-flavored snacks.

Lounge/Roosevelt Room/Social Center

The Social Center is located in the Headwater Lodge's Roosevelt Room (aka the Poster Session location) and Lounge. Beer, wine, and soft drinks are available for purchase. Hours are 5:30 - 11:00 PM. Credit cards and cash are accepted. Only alcohol purchased at the NCTC lounge is permitted in the Commons building and adjacent patios.

Lemon Fire Pit (behind John R. "Rick" Lemon Building)

The Oyster Happy Hour will be held on Saturday from 7:30 to 8:30 at the Lemon Fire Pit, located behind the John R. "Rick" Lemon Building. Please note this is a different place than the gas fires lit in front of the Headwater Lodge.

Travel

Carpooling

The only way to access NCTC is by car. You may coordinate a ride share with fellow Forum attendees on the [Ride Sharing community board](#) in the Whova app.

Dress Code

Dress at the Forum is casual attire. We recommend you dress in layers and be prepared for winter-y weather. The classrooms can be chilly, the poster session can be toasty, and we find it wise to expect rain, no matter what the forecast says. NCTC is also a walking campus. Be prepared to get your daily steps in as you hoof it from your lodge to the Commons for meals, and to the instructional halls for sessions. It is especially important to bring a pair of hiking boots if you are participating in any field excursions. Good shoes are crucial to enjoying your time at the Forum!



Accessibility Information

Below are the steps the Forum currently takes to create an accessible and inclusive environment for everyone. Additional information and frequently asked questions can be found [here](#).

- ADA accessible rooms
- Wheelchair accessible campus
- Motorized carts to assist mobility
- Wheelchair accessible seating in all lecture halls
- Front row seating in lecture halls reserved for guests with vision or hearing impairments
- Food options for vegan, vegetarian, and gluten free diets
- Signage in dining hall indicates allergens
- Service pet accommodations
- Lactation rooms & mini-fridges are available upon request for breastfeeding parents
- Virtual program (for text to speech functionality)

Community Agreements

We at the Alliance commit to holding ourselves accountable to this statement and fostering a welcoming, inclusive experience at the Chesapeake Watershed Forum. However, every one of us has a role in creating an inclusive and safe environment. We hope those in attendance at the Chesapeake Watershed Forum join us in embracing the standards described below. These are living statements that we plan to share, discuss, and adapt over time in collaboration with our bay community. As such, we invite you to share your thoughts and reflections with us as you review them and move through the Forum. During the Forum, you can talk to a planning committee member or leave your comments in either of the suggestion boxes at the registration and Chesapeake Collective tables. [Read more about the Community Agreements here](#).

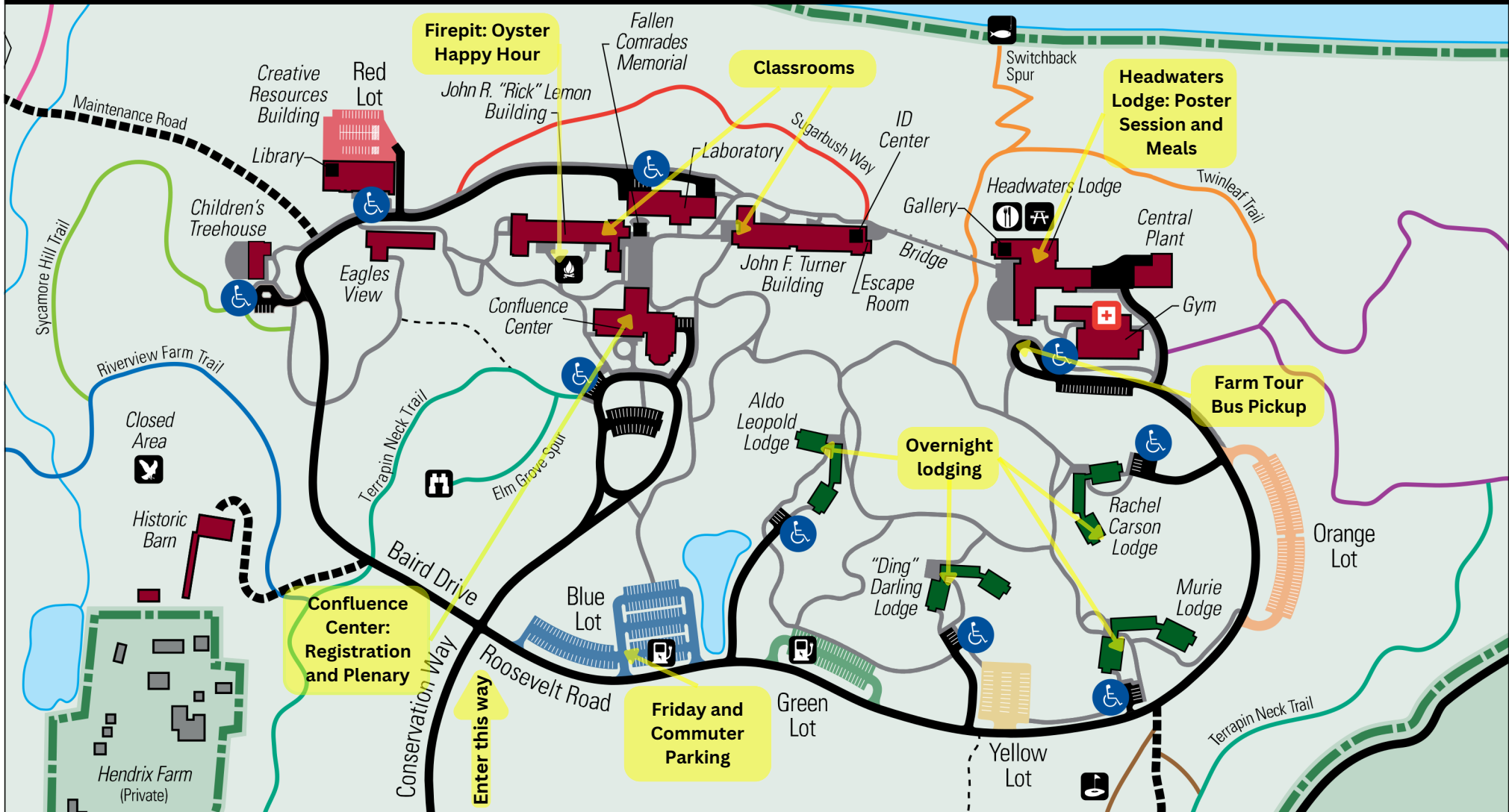
Whova

Download the [Whova app](#) on your Apple or Android device and access your schedule, activities, and updates while on the go at the National Conservation Training Center.

Learn about how to set up your account and take advantage of this resource with the Alliance's [How To Whova Guide](#).

Suggested Packing List

- Casual attire is encouraged
- Comfortable walking shoes (NCTC is a walking campus - expect to walk several miles each day)
- Hiking boots (if participating in the dairy farm tour, birding or trail-related activities)
- Jacket, sweater, and/or fleece
- Rain jacket
- Umbrella (optional) - there are umbrellas for your use at NCTC.
- Pajamas
- Socks and other undergarments
- Toiletries (incl. toothbrush, toothpaste, soap, shampoo/conditioner, deodorant, etc.)
- Reusable water bottle
- Travel coffee thermos/mug (optional)
- Government Issued Photo ID (passport, drivers license, etc.)
- Binoculars (if going on the bird walk on Saturday morning)
- Small, quiet fidget toy (optional)
- Backpack (optional)
- Ear plugs, eye mask, and/or white noise machine (optional - for sleeping)
- Any necessary medications (prescriptions, pain relievers, motion sickness, etc.)
- Phone charger/portable back-up charger
- Sunglasses and/or hat
- Snacks/beverages for after hour informal gatherings (optional). A communal fridge in each lodge is available for you to use.
- Cash/credit card (optional - for purchasing drinks at the bar in the Roosevelt Room Lounge and/or souvenirs at the NCTC Gift Shop)
- Notebook/pen
- Business cards
- Headlamp or flashlight
- Instrument (if you want to jam in the evenings)



National Conservation Training Center

Campus Map



- Accessible Parking
- Firepit
- Eagle Viewing Area
- Dining Hall
- Picnic Area
- Hiking Trails
- Paved Trails
- Paved Roads
- Gravel Roads
- Points of Interest

Front Desk
Extension 1600

Emergency Assistance
Extension 7911

Campus Store, Headwaters Lodge
Extension 7350

Monday – Thursday 11:30 AM – 1:30 PM
& 5:30 PM – 7:30 PM
Friday – 11:30 AM – 1:30 PM

Dining Services, Headwaters Lodge
Extension 7353

Breakfast 6:30 AM – 9:00 AM
Hot Food until 8:30 AM

Lunch 11:30 AM – 1:30 PM
Hot Food until 1:00 PM

Dinner 5:30 PM – 7:30 PM
Hot Food until 7:30 PM

Headwaters Lounge
Extension 7351

5:30 PM – 11:00 PM

Physical Training Center
Extension 7341

Sunday – Thursday 6:00 AM – 10:00 PM
Friday 6:00 AM – 4:30 PM

Conservation Library
Extension 7304

NCTC Frequently Asked Questions

Welcome to the National Conservation Training Center!

As your hosts, we want to ensure that you have the most productive and enjoyable time possible while you are staying with us. If you have any questions or need assistance, give us a call by dialing "0" from any phone on campus. We have staff at the desk 24 hours a day.

If I receive a fax, how will that be handled?

If you receive a fax before your class or meeting ends for the day, it will be folded and posted with your name on it on your classroom door. If your fax arrives after hours, we will call your room and leave a message for you if you are not available. It will be available for pick-up from the Front Desk any time, day or night.

Can I receive phone calls directly to my room?

Yes, every room has its own direct-dial phone number. To give the number to someone off-campus, tell them to dial "304/876" and your 4 digit room number. For example, room 1600 would be 304/876 1600.

I have difficulty walking, and this is a walking campus. How can I move around the facility easily?

We have several motorized carts available for guests at the Front Desk. Simply dial "0" and let us know that you would like a cart, and we will deliver it to your door.

How do I control the heat in my room?

The lodges are centrally-controlled by our Maintenance Department's computer system. The lodges are set to one temperature (for example, 70 degrees,) and then the guest may fine-tune the temperature by about four degrees, warmer or cooler. There are two sets of controls in your room. The thermostat is located by the bed. It is a sliding lever that may be behind a plastic flip-cover. Do not push the lever to the absolute top or bottom position; this will turn the system off in your room. There is also a fan speed control located by the closet where you can control the amount of air coming into your room. If this is set to the OFF position, your room will not receive any heating or cooling. If you are uncomfortable, please dial "0" for Guest Services, and we will contact Maintenance to raise or lower the temperature in your room.

Does my room have high-speed Internet?

Yes! We have high-speed Internet connections in every lodge room. There is a network cable at every desk already connected. If you need an adaptor to connect the network cable to your device, contact the Front Desk.

Are there any laundry facilities on campus?

Yes, in every lodge, on the ground floor, you will find a laundry room with washer, dryers, and complimentary laundry detergent. We do ask that you try to finish your laundry before 10 pm, in order to avoid disturbing other guests who may be sleeping.

Where are the closest vending machines?

They are located on the ground floor of each lodge. In the Turner and Lemon Buildings, they are located in an alcove in the center of the buildings on the first floor.

Where can I go if I need to use a computer, print documents, or send a fax?

There are computers available for use, with Internet connections, along the hallways in the Turner and Lemon Buildings. If you need to send a fax, or print documents, the Faculty Lounge, in room 106 the Turner Building has a laser printer attached to the computer. There is a fax machine in the room as well.

I'm checking out very early in the morning on the day I'm departing. Should I check out the night before?

No need! We provide express check-out for you the night before you depart. We will slip a receipt for your stay under your door late in the evening, as well as a sheet with shuttle information if you are using this service. To check out in the morning, simply take your receipt with you, sign the outer envelope, and leave the envelope and room key in the room. Please dial "0" to let us know when you leave.

Where can I see the NCTC bald eagles?

If you are facing the Entry Auditorium building, you will be able to see their nest in the large sycamore tree to your far left. Since they are nesting and are sensitive to disturbances in their environment, we request that visitors do not walk too near the eagles' nest. If you would like a close-up view, we have a Web cam that is constantly keeping watch over the eagles, unobtrusively (it even has night vision.) Simply go to the following Web address in your browser: <https://www.outdoorchannel.com/live/eaglecam/326707/0>