



Washington Policy Seminar (WPS) 2022: Frequently Asked Questions

Below please find Frequently Asked Questions (FAQs) and associated responses. They are subject to change at any time. Please check back closer to WPS for updated FAQs. Don't see a question you have? Please email us at epfp@iel.org.

Program Questions

1. What is WPS?

WPS stands for Washington Policy Seminar, an annual, capstone event of the Education Policy Fellowship Program (EPFP). The 2022 year marks our 58th WPS.

2. Is WPS a part of EPFP?

Yes. WPS is a part of the National EPFP hybrid program that runs from October 2021 through May 2022, a complementary component to the site-level programming. In addition to WPS, EPFP Fellows have access to monthly policy webinars, a five-part Policy by the People online module series, YouTube fireside alumni chats, and occasional virtual networking events. As a Fellow you receive monthly correspondence from the National EPFP office alerting you to the upcoming events. We encourage you to attend them. Recordings and materials associated with the online portion of the National EPFP program are available on the National EPFP 2021-22 Fellows Intranet page. Alumni have access to the recordings of the monthly policy webinars on our [alumni page](#).

3. When is WPS?

WPS will be held Monday through Wednesday, March 21-23, 2022. The event starts on Monday, March 21, at 1pm and concludes on Wednesday, March 23, at 12pm.

4. Who attends WPS?

WPS is a closed event and is not open to the public. Registration is non-transferable. WPS is open primarily to the 21-22 EPFP Fellows and coordinators from the active IEL EPFP sites. We are opening a limited number of spots to the alumni of the 2019-20 and 2020-21 cohorts only on a first-come, first-served basis.

5. Do you have a preliminary WPS schedule?

Yes. The preliminary schedule is below and will be updated on an ongoing basis both here and on the main WPS Intranet page. You will be able to pick up the program book upon check-in on Monday, March 21, 2022. A digital version will be posted closer to WPS.

DAY 1, Monday March 21, 2022		DAY 2, Tuesday March 22, 2022		DAY 3, Wednesday March 23, 2022	
11am-1pm	Check-in	8-9am	Networking Breakfast: Role-Based Consultancy	7:30-8:30am	Networking Breakfast: Role-Based Consultancy
1-1:30pm	Welcome	9-10am	Plenary: Crafting Message to Policymakers	8:30-9:15am	Plenary: Federal Budget
1:30-2:15pm	Opening Plenary: The Evolving Federal Role in Education	10-11am	Plenary: Congressional Policy and Procedures	9:30-10:15am	Workshops
2:15-2:45pm	Simulation Orientation & Snack Break	11am-on	Site-Based Activities	10:30-11:15am	Workshops
2:45-5:30pm	Simulation			11:15am-12pm	Closing Plenary
5:30-6:30pm	Reception				

6. Should I plan to attend the entire WPS?

Yes. We encourage you to participate in the entirety of WPS, inclusive of all of its programming. Should you wish to tour DC, we encourage you to find time outside of the program hours to enjoy the city.

7. Where is WPS being held?

WPS will take place at [Walter E. Washington Convention Center](#) located at 801 Mt Vernon Pl NW, Washington, DC 20001. Please park in the area garages. Green/yellow Metro line Convention Center stop is inside the convention center. If staying in a room block hotel, the venue is a short cab ride.

8. Will there be a concurrent virtual WPS?

No. WPS 2022 will be an in-person only event.

9. Will there be an opportunity to go to the Hill?

Each active EPFP site will be putting together Tuesday afternoon programming, which might be inclusive of a Hill visit. If you are an active 2021-22 Fellow, please be in touch with your site's coordinator for more information.

10. Will there be opportunities for pre/post WPS events?

Due to the pandemic, we are not scheduling pre or post WPS events at this time. Please see the WPS page for a list of links to both virtual tours and self-guided in-person tours around DC.

11. What happens if WPS is postponed or cancelled?

We are monitoring the pandemic-related federal, state, and local guidance. If there are any changes to the event, we will communicate them via email and/or the WPS page.

Registration Questions

12. Can I register for WPS?

Registration for 2021-22 Fellows and site coordinators starts the week of December 6, 2021 and concludes January 9, 2022. Registration for 2019-20 and 2020-21 alumni starts January 10, 2022 through February 1, 2022, or until WPS has reached capacity, whichever comes first. If you are a 2021-22 Fellow or an active site coordinator, you may register starting December 8, 2021 [here](#).

13. Where can I register for WPS?

If you are an 2021-22 Fellow and active site coordinator, you may register starting December 8, 2021 [here](#).

14. Is there an attendance cap for WPS?

Due to venue considerations, space is limited. Priority will be given to the 2021-22 EPFP Fellows. 2019-20 and 2020-21 alumni will be able to register to attend on a first-come, first-served basis until the space is filled or by February 1, 2022, whichever comes first.

15. I am a 2021-22 EPFP Fellow. Is my registration guaranteed?

No. 2021-22 active site Fellows are given a priority to register through January 9, 2022. After that point, it is on a first-come, first-served basis until we reach a cap. We cannot guarantee a spot for those who register late. If the individual registration fee is applicable to you, you must pay the fee before you are considered registered for WPS.

16. Do I have to pay a registration fee to attend WPS?

There is a \$330 registration fee, but its applicability varies by active site arrangements. 2019-20 alumni fee is waived.

17. How can I pay for the registration?

If the \$330 WPS fee is applicable for your registration, you can pay via PayPal with a major credit card. There is also an option to send IEL a check. Please see the registration for details.

18. Is the WPS registration fee refundable?

If the \$330 WPS fee is applicable for your registration, the cancellation policy is as follows:

All registration cancellation requests must be received in writing (by email). Registration payments made via credit card will be refunded to the original credit card on file and will take

six to eight weeks to process. Registration payments made via check will be refunded via check to the original payee and will take six to eight weeks to process.

- Cancellations received on or before January 31, 2022, will receive a 50% refund, minus a \$50 processing fee.
- No refunds will be given for cancellations received on or after February 1, 2022, or for no-shows.
- Cancellation requests must be emailed to epfp@iel.org

19. Are there specific terms and conditions associated with the event?

Yes. Please see the [registration](#) for terms and conditions.

20. What health and safety measures will you be taking pertaining to COVID-19?

IEL will continue to monitor the federal, local, venue, and IEL guidelines and will make modifications accordingly.

Travel and Lodging Questions

21. Do you have a room block where I can book a room?

We have arranged four room blocks at area hotels, a short distance from the WPS venue. The rates, fees, amenities, cut off reservation dates, and cancellation policies are articulated on each hotel's reservations link. You are responsible for complying with each hotel's safety guidelines and protocols during your stay.

Please reach out to the individual hotels concerning your reservations, cancellations, and payments. **Each individual is responsible for their room costs and all associated fees, taxes, amenities, and misc. costs. Room block availability is limited, so we encourage you to book your stay early.**

Hotel blocks to select from:

- ✓ [Hotel Monaco Washington DC](#) (please use the group code: IE3; no double bed rooms available) (~10 min walk from the WPS venue; 3 min car ride excluding parking)
- ✓ [Marriott Metro Center](#) (~10 min walk from the WPS venue; 3 min car ride excluding parking)
- ✓ [Residence Inn Washington, DC Downtown](#) (to reserve double beds, please call Sierra Blue, Senior Events Manager at 703-263-5073) (~12 min walk from the WPS venue; 4 min car ride excluding parking)
- ✓ [The Mayflower Hotel](#) (~19 min walk from the WPS venue; 5 min car ride excluding parking)

22. All four room blocks are sold out. What should I do?

The four room blocks are on a first-come, first-served basis. If all four room blocks are sold out, we encourage you to look at other area hotels for accommodations, as well as [Airbnb](#).

23. Is the hotel room covered by my registration?

No. Each individual is responsible for their room costs and all associated fees and taxes. Room block availability is on a first-come, first-served basis, so we encourage you to book your stay early.

24. What is the hotel room cancellation policy?

Please follow individual hotel's cancellation policies articulated on the registration page, hotel's website, or by calling the individual hotel.

25. Are meals covered by the registration?

WPS offers the following meals: Monday afternoon snacks and a light reception; Tuesday breakfast; and Wednesday breakfast and mid-morning snack. All other meals are the responsibility of individual participant.

26. Is travel covered by my registration?

No. All travel, lodging, non-WPS meals, and misc costs are NOT included and are the responsibility of the individual participant.

27. What is the closest airport to WPS?

The closest airport is the [Reagan National Airport](#), located less than 5 miles from the venue (~10-12 min cab ride). [Yellow line](#) on the DC Metro connects the Reagan airport with the Convention Center. Other area airports are the [Dulles International Airport](#) (~26 miles away, roughly half hour ride without traffic) and the [Baltimore Washington International Airport](#) (~30 miles away, roughly 40 min ride without traffic).

28. What is the closet train station to WPS?

The closest train station is the [Union Station](#), located 1.4 miles from the venue (~6-8 min ride).

29. What is the closest metro station to WPS?

[Yellow line](#) on the DC Metro has a stop at the Convention Center.

Misc. Questions

30. What is the dress code?

We recommend business casual. Please be in touch with our site coordinator if the Tuesday afternoon site-level activities require a different dress code.

31. Do you have recommendations of cultural tours I can take while in DC?

In addition to WPS, enjoy your time exploring DC.

- a. List of Virtual Tours:
 - i. [Virtual White House tour](#)
 - ii. [Virtual Capitol tour](#)
 - iii. [Virtual national museums tours](#)
 - iv. [Virtual National Mall tour](#)
- b. List of In-Person Attractions:
 - i. [Tour Smithsonian Museums, Galleries, and Zoo](#)

32. When is the Cherry Blossom festival?

[National Cherry Blossom Festival](#) will take place March 20-April 17, 2022. To check for blossoms, visit the [Cherry Blossom cam](#)



Coordinator-Specific FAQs

Please see the above FAQs and refer to them to answer any questions you might receive from EPFP Fellows or attending alumni. In addition, below please find coordinator-specific questions. Still have a question not covered by FAQs? Please contact us at epfp@iel.org.

33. Is there a WPS theme?

No. As decided by the coordinators, there will be no specific theme for the 2022 WPS. The overarching objectives will be to build understanding of the federal role in education, to understand the executive and legislative branches and how they shape education policy, and to learn about actors that inform policy.

34. Why is WPS in-person only?

Based on the conversations with the site coordinators, we have made a collective decision to proceed with an in-person WPS in 2022. Over the course of fall 2021, IEL has worked to secure the venue, lodging hotels, and begin the program work. Given that most of the program, as was the case in previous in-person WPS convenings, is interactive (e.g., Simulation, going to the Hill, networking over meals, and hands-on workshops), virtual programming will not be available. We are exploring an option to record some of the plenary sessions and will keep you posted if that option is realized.

35. Do coordinators need to register for WPS?

Yes. Fellows, alumni, and coordinators attending WPS must complete the [registration](#). This will guide name tags, food, and accessibility accommodations.

36. When can coordinators register for WPS?

Coordinators can register beginning December 8, 2021 alongside 2021-22 Fellows from active sites.

37. When can coordinators book their hotel room for WPS?

An email was sent on December 3, 2021 with hotel information. Coordinators should refer to the above travel and lodging section for hotel block information and travel considerations. The four room blocks open to the coordinators are also open to other attendees.

38. Do coordinators need to pay a registration fee for WPS?

No.

39. Do coordinators need to pay for their own hotel rooms/lodging?

Yes. Please see the travel and lodging section of the FAQs for more information.

40. Do coordinators need to pay for their travel and misc costs?

Yes. Please see the travel and lodging section of the FAQs for more information.

41. If I want to invite guests from my organization to attend WPS, what should I do?

WPS is not open to external guests or the public. If there are special circumstances you want us to consider pertaining to a guest from your organization, please contact us promptly at epfp@iel.org. They may be subject to the \$330 registration fee.

42. Will my Fellows/alumni see a \$330 registration fee?

The National EPFP office has worked with each site on the registration fee arrangements. If you told us that you are paying for Fellows/alumni registration, they will not see a fee. You will receive a second invoice in late January/early February requesting your payment of their registrations. If you have told us that each Fellow and/or alumni should pay on their own, they will see a payment prompt with instructions to pay the \$330 registration. Their registrations are not complete unless we receive their payment. There is no fee for 2019-20 alumni. Alumni spots are on a first-come, first-served basis, as there are limited spots due to venue considerations.

43. Will the National EPFP Office let me know which Fellows and alumni have registered from my site?

Yes. To help you facilitate your WPS and Tuesday afternoon site activity planning, the National EPFP office will send you the list of registered 2021-22 Fellows, 2019-20 and 2020-21 site alumni from your site upon the conclusion of the registration.

44. Will there be a coordinators meeting prior to WPS?

Yes. Given we are meeting frequently throughout this cohort year for coordinators capacity building sessions and quarterly Steering Committee meetings, we will have a shorter gathering on Monday, March 21, 2022. We will work with the EPFP Steering Committee to co-design the agenda, but **please hold Monday, March 21, 2022 morning 8am-12pm** for an opportunity to gather and catch up with colleagues.

45. Where will the coordinators meeting be held?

It will likely take place at the [Walter E. Washington Convention Center](#) located at 801 Mt Vernon PI NW, Washington, DC 20001. Final location is TBD.

46. Should each site organize a Hill Day?

Yes. As discussed during the fall coordinators meetings and drop-in calls, each site should plan to organize their own Tuesday afternoon programming, which might include a Hill Day (as you have done in other pre-pandemic WPS convenings). Please include your 2021-22 Fellows, 2019-20 and 2020-21 site alumni to join you for these activities. Please be in touch with your Hill delegations about their office's protocols, restrictions, and requirements to inform your trip. Please note that group restrictions might also apply for other government departments, agencies, as well as think tanks and national associations.

47. Should each site organize a site dinner or cross-site networking?

As in prior in-person WPS experiences, we encourage you to partner with another site for a dinner or a happy hour during WPS evenings. We also encourage you to host a site meal either pre or following your site-level activities.

48. Will the site be able to pick up graduation certificates during WPS?

Yes, that is our plan. We will be asking you prior to WPS to send us the final list of graduating 2021-22 Fellows. We will issue certificates that you can pick up on site during WPS. Details will be communicated closer to the date.