

FREQUENTLY ASKED QUESTIONS

WHAT CAN I EXPECT?

- The opportunity to build a community and network with the more than 160 Equal Justice Works and Equal Justice Works AmeriCorps Fellows;
- To work through current challenges in your project with expert trainers and Fellowship alumni;
- The opportunity to learn focused skills and strategies in fundraising and project sustainability, strategic project planning, messaging and communications, and high impact strategies with nationally renowned experts, other Fellows, and alumni;
- To meet with trainers and Equal Justice Works staff to help you develop your leadership and advocacy skills;
- To build partnerships with other Fellows who are having the same challenges as you are: who may be working in your same or similar issue area, geographic area, method of change, or share a similar background;
- To be challenged, surprised, and to grow;
- To have all reasonable expenses for attending the training given in advance or reimbursed promptly; and
- To be busy, but not exhausted.

[Click here](#) to view the current agenda. Please note: This is a leadership training, not a substantive law or trial skills training. Please work with your host site for assistance in these areas.

WHAT AM I EXPECTED TO DO NOW?

Fellows are expected to **attend all sessions**.

Register for LDT no later than Friday, August 31, 2012 at 5 p.m. EST or the Fellow's first day of service (whichever is sooner) at www.equaljusticeworks.wildapricot.org.

Book your travel as soon as possible to ensure the best rates and availability of flights.

Save the Date: Friday, September 14 from 2 to 3 pm EDT for a mandatory webinar. Details to come.

WHEN AM I REQUIRED TO BE IN ARLINGTON, VA?

You must be at the hotel and ready to begin at **Noon on Tuesday, October 23, 2012**. For those Fellows who will travel on Monday, October 22, 2012, a hotel guest room will be provided at no charge.

Programming concludes after the Annual Awards Dinner on the night of **Thursday, October 25, 2012**, typically around 10 pm.

Book your return flight to take advantage of the optional Friday office hours and please consider staying for the Equal Justice Works 2012 Conference & Career Fair to represent your host site.

WHO ELSE WILL BE THERE?

Over 160 current Equal Justice Works Fellows and Equal Justice Works AmeriCorps Legal Fellows. You will receive a list of all Fellows including divisions by issue areas and geography via email.

AmeriCorps host site staff will join the training on Wednesday afternoon. AmeriCorps Fellows and host site staff will be together on Thursday afternoon.

WHERE WILL I STAY?

Fellows may stay in hotel rooms in the same hotel as the training (Westin Arlington Gateway Hotel; 801 North Glebe Road, Arlington, VA 22203). Equal Justice Works will reserve your hotel room based on the information you provide when you register for LDT.

All reserved rooms are doubles. Fellows will be placed two to a room. To request a specific Fellow as your roommate, include his/her name on the RSVP form. Equal Justice Works will make every effort to comply with your request but cannot make guarantees. If you do not request a roommate, you will be assigned one randomly.

If you prefer to have a single room, you must pay for half the cost of the room (\$132.00) per night.

If you are traveling from the West Coast and need to arrive on Monday, October 22, 2012, you will be provided a hotel room for the extra night.

If you prefer not to stay at the Westin Arlington Gateway, you will be responsible for securing your own lodging and transportation to the training hotel at your own expense.

WHAT SHOULD I EXPECT AT THE EQUAL JUSTICE WORKS ANNUAL AWARDS DINNER?

The Equal Justice Works Annual Award Dinner is Thursday, October 25 from 6 to 10 pm. The Dinner is one of the foremost gatherings of prominent people in the legal world. The program includes a reception, speeches from this year's awardees, and a seated dinner. Last year's speakers included Attorney General Eric Holder and Massachusetts Governor Deval Patrick, along with the general counsel of a large corporation. Speakers of similar caliber are expected this year.

We expect all Fellows to meet and mingle with dinner guests as "ambassadors" of Equal Justice Works.

If your fellowship is being sponsored by a law firm and/or corporation, you will likely meet representatives of your sponsors, as well as other key allies and prominent public interest attorneys.

You will take the Metro from the training hotel to the Dinner and back again. Metro cards will be provided, and we will travel as a group.

WHAT SHOULD I BRING?

Many of the trainings will be "roll up your sleeves" and work sessions. Having your laptop or tablet will be helpful; limited wifi access may be provided.

HOW SHOULD I DRESS?

Business casual. October in Washington, D.C. can range from the low 40's to near 80 degrees. Most of the training will take place in cool to cold air-conditioned hotel meeting rooms – please plan accordingly.

The Equal Justice Works Annual Awards Dinner is a formal event. Business attire is mandatory and men must wear a suit with a neck tie.

I AM A SECOND YEAR FELLOW. WHAT WILL BE DIFFERENT FROM LAST YEAR?

Lots! We scrutinized your feedback carefully and spent time revamping the training. A few key points:

We will start with Issue Area Groups. They will be facilitated by experienced practitioners and will be more organized.

There will be a session for second years to meet separately from the first years to address your specific challenges.

Equal Justice Works and Equal Justice Works AmeriCorps Fellows will learn and strategize together for all but one session.

We will have expert trainers on four focused subjects, with national experts and alumni coaches to help you roll up your sleeves and tackle real world opportunities and challenges.

WHERE IS THE TRAINING?

The Westin Arlington Gateway
801 North Glebe Road, Arlington, VA 22203
703-717-6200

The Westin Arlington Gateway is fully accessible for people with restricted mobility. Please contact Eric Harsch (eharsch@equaljusticeworks.org; (202) 466-3686 x140) to make specific arrangements or to discuss your needs.

The Westin Arlington Gateway is located in Arlington's Ballston neighborhood where you will find multiple restaurants, a multi-level shopping mall and easy access to downtown Washington, DC via the Metro. The hotel is accessible from the Ballston-MU Metro station.

HOW DO I GET FROM THE AIRPORT TO THE TRAINING?

Please find local travel directions from all area airports and Union Station by clicking [here](#), including approximate times and fees.

Metro: The hotel is located two minutes from the Ballston-MU Metro Station.

Parking: The Westin, covered valet parking is \$25.00 per day. Street parking is limited to non-existent and Arlington County has a very aggressive ticketing and towing program. There are commercial lots nearby, but they tend to charge similar rates. The Colonial parking lot at 901 North Glebe Road, for example is \$24 for overnight parking (open 6 a.m. to midnight).

WHAT MEALS ARE PROVIDED?

Tuesday: Lunch and heavy hors d'oeuvres reception.

Wednesday: Continental breakfast & lunch. Dinner will be on your own; please use the LDT travel monies to cover this meal cost.

Thursday: Continental breakfast, lunch, and the Equal Justice Works Annual Awards Dinner.

Vegetarian options will always be provided. Food allergies and other dietary needs should be noted on your registration form.

HOW WILL I PAY FOR MY TRAVEL EXPENSES?

Although there are very few differences between the two types of Fellowships, aside from the way they are funded, travel expenses are reimbursed differently for Equal Justice Works Fellows and Equal Justice Works AmeriCorps Fellows. If you are not sure you are an Equal Justice Works Fellow or an Equal Justice Works AmeriCorps Fellow:

- If you applied in September 2011, you are an Equal Justice Works Fellow; and
- If you applied in summer 2012, you are an AmeriCorps Fellow.

Equal Justice Works Fellows: Equal Justice Works Fellows will receive a LDT stipend in the mail from Equal Justice Works no later than Saturday, June 30 to cover travel to Washington, DC. The amount of your LDT stipend will depend on where the Fellow's project is taking place. Please see the LDT Website for additional details on your LDT stipend, travel recommendations, and planning details.

Equal Justice Works AmeriCorps Fellows: Equal Justice Works AmeriCorps Fellows will have travel costs, including your flight or train, local travel expenses, and baggage fees, reimbursed through your host site. Please follow the host site's procedures and ask your AmeriCorps project director or fiscal manager if you have any questions. You will also receive a \$150.00 check when you arrive to the Leadership Development Training to cover additional meal and incidental costs.

MY ORGANIZATION WANTS ME TO STAY FOR THE EQUAL JUSTICE WORKS CONFERENCE AND CAREER FAIR. WHAT SHOULD I DO?

We are thrilled that you will stay for the Equal Justice Works 2012 Conference and Career Fair (CCF), one of the largest public interest hiring fairs in the country. CCF will take place Friday, October 26, and Saturday, October 27, 2012 at a hotel different from the LDT hotel. Past Fellows have found CCF to be a great opportunity to find law students willing to help with their projects. We encourage you to share your experience with the more than 1,500 public interest law students who will attend from across the nation. Additionally, you may hear our Keynote Speaker, Justice Sotomayor, who will be speaking at 4:15 pm on Friday, October 26.

Registration fee for our Fellowship Host Sites and our Fellows are complimentary (a \$275 value) but you must register in advance (by August 1). We encourage you to talk to your Host Site and Supervisor to determine the best way to represent your project and organization. Host sites often ask their Fellows to interview for organization positions and internships. The CCF agenda and registration will open May 1,

2012. Please visit <http://equaljusticeworks.org/law-school/conference-and-careerfair> for more information. If you have questions about the career fair, please direct them to careerfair@equaljusticeworks.org.

NOTE: The Conference & Career Fair is taking place in a different hotel from the Leadership Development Training. Equal Justice Works will provide a shuttle from the LDT hotel to the CCF hotel on Friday morning at 8 am. Fellows who choose to stay Friday night to attend both days of CCF must book and pay for their own hotel accommodations at the CCF hotel (\$158.00 exclusive of applicable taxes per night). CCF will take place at:

Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, VA 22202

(Crystal City metro on Yellow and Blue lines)

[Hotel reservations for CCF](#) must be made by Wednesday, September 26, 2012.

If you choose to stay Friday night, Equal Justice Works cannot pay for or reimburse the cost of this room.

WHO DO I ASK IF I HAVE OTHER QUESTIONS?

If you have any questions, please contact Sarah Snik for Equal Justice Works Fellows at 202-466-3686 ext. 107, ssnik@equaljusticeworks.org; or McKenna Freese for Equal Justice Works AmeriCorps Legal Fellows at 202-466-3686 ext. 141, mfreese@equaljusticeworks.org.