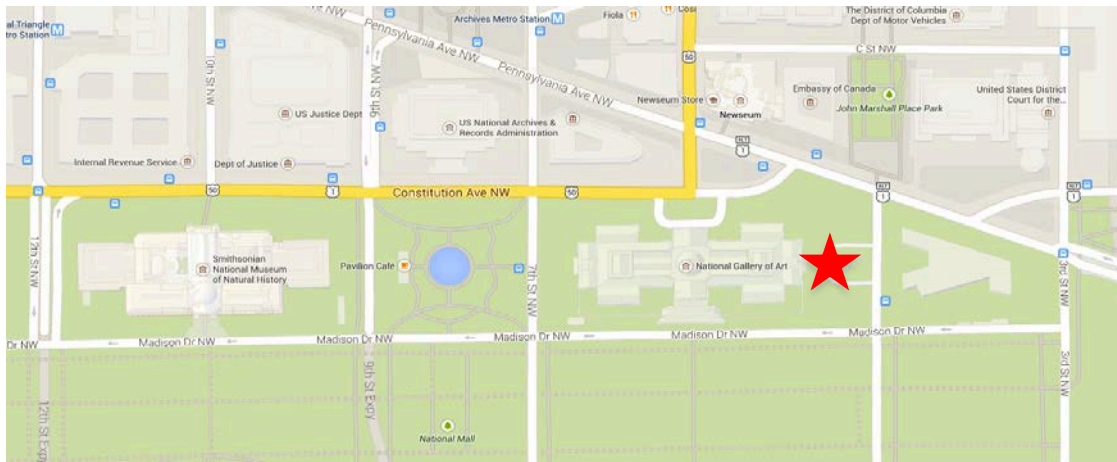


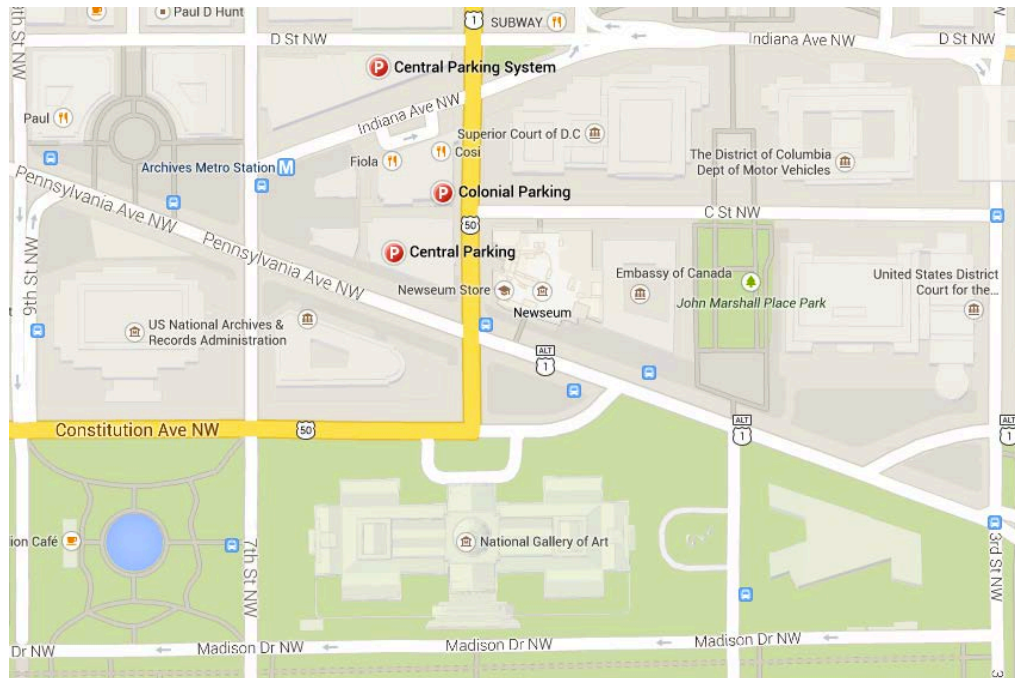
Thank you very much for registering for our upcoming **Platinum and Palladium Photography Tours**. We are very much looking forward to hosting at the National Gallery of Art, Library of Congress, and Smithsonian National Museum of American History. This promises to be a fantastic day!

In anticipation of your arrival, please take a few moments to note the following important information and instructions:

- The tours will commence at The National Gallery of Art (NGA) promptly at 8:30 am. Please arrive at the NGA West Building Entrance at 4th Street (see map below) and please wait near the stairs. Upon arrival, you will be escorted through the staff entrance. The museum will not yet be open to the public and all public entrances will be locked.

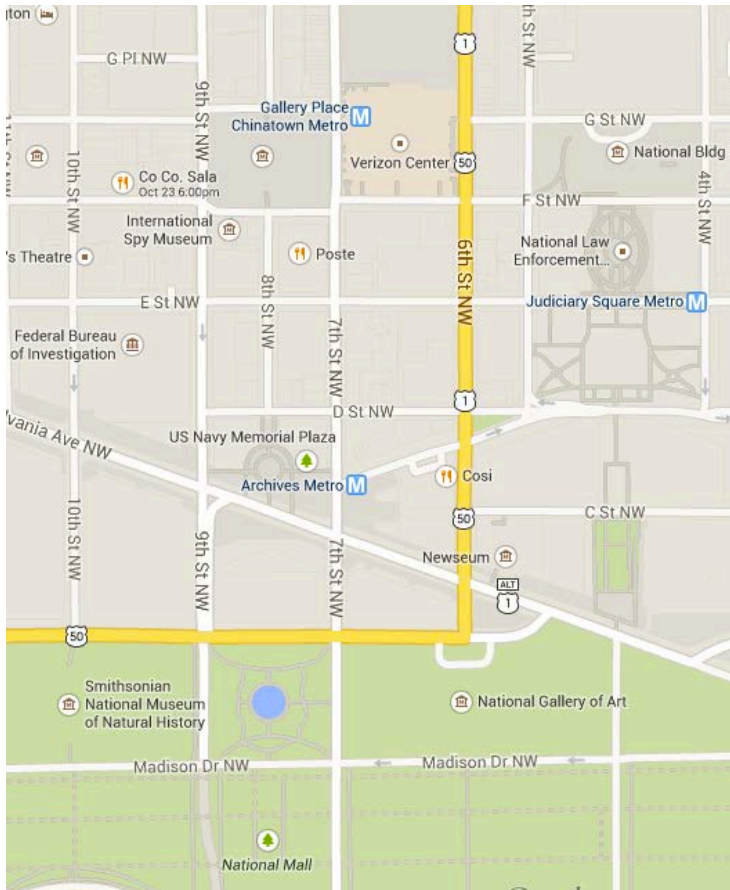


- No entry will be permitted to the building before 8:30 AM, regardless of the weather or outstanding circumstances. If you arrive before 8:30 AM, Security will not grant you access to the museum or the lobby.
- The closest Metro stations to the National Gallery of Art are Archives/Navy Memorial (yellow & green lines), Federal Center SW (blue, orange, and silver lines), and Judiciary Square (red line).
- If you are driving – there are parking garages near the Gallery. See locations indicated on map below.



- Upon arrival at The National Gallery of Art (no later than 8:30 AM!), you will be greeted by FAIC and NGA staff and you will be divided into two groups. One group will begin the day with the NGA tour and the other will board a shuttle and begin with a tour at Library of Congress.
- At all three tour locations you will need to pass through security. **Please bring a photo ID!** You will not be able to enter the buildings without proper identification. At the Library of Congress, all tour attendees will need to pass through airport-like security including metal detectors. Please be prepared and patient.
- The tours will involve a large amount of standing and walking. Please dress accordingly. We encourage you to wear comfortable shoes and pack lightly – only carry what is essential.
- Due to constraints on space and security presence, coat racks and luggage storage will not be provided. No large bags or luggage are allowed. You will not be permitted to leave items on the shuttle bus either. Again please pack lightly and only bring what is essential with you during the tours.
- No photography will be allowed during the tours. Please keep your cameras in your bags during the tour.
- You will be supplied with bottled water. You may also bring your own bottled water, if it securely closes and can be stored during the tours in a bag or purse you are carrying with you. **Lunch will be provided at the NGA cafeteria. No other snacks or coffee breaks will be planned.** If you're a coffee fanatic, be sure to have some prior to your arrival at the museum.
- No food or drink is permitted while the tours are in progress. **No food is allowed on the shuttle.**
- The tours will end at 4:30pm or 5:00 pm, depending on which group you are in.

- An informal happy hour is planned for the tour and workshop attendees on the 21st and the 24th. Please join us at the Smithsonian American Art Museum & National Portrait Gallery Kogod Courtyard, located on 7th street between F St. and G St. The courtyard café is open until 6:30pm and will have sandwiches, salads, coffee, espresso, beer and red and white wines available for purchase. The Galleries will be open until 7:00pm and we encourage you to view the National Portrait Gallery's exhibition of highlights from their platinum print collection, which will be displayed in the third floor gallery.



- Should you have any questions or concerns, please contact Abigail Choudhury at achoudhury@conservation-us.org or at 202-661-8070.

Thank you very much for keeping this information in mind. Again, we are very grateful for your participation in our tours. We look forward to seeing you soon!

All the best,

Abigail Choudhury, on behalf of The Foundation of the American Institute for Conservation of Historic and Artistic Works, the Smithsonian National Museum of the American Indian, National Gallery of Art, Library of Congress, and the Smithsonian National Museum of American History.

Abigail Choudhury

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