

Checklist for a Great Experience at the National SG Summit

1. Raise money

Here are [six ways to raise money](#) to pay for this ASGA conference.

2. Register

[Complete the registration form](#) and e-mail ASGA at conferences@asgaonline.com to confirm. Register early and save money. ASGA members also save \$100 per person.

3. Reserve hotel rooms

Start at the [Hotel](#) page. **The conference will be held at the [Hyatt Regency Washington on Capitol Hill](#), a beautiful, elegant hotel just five minutes from the U.S. Capitol building!** This is where all of the conference workshops and speakers will be held.

By staying at the Hyatt Regency Washington on Capitol Hill, you will spend less on food, transportation, and accommodations. You'll be able to walk nearly everywhere! There is no closer or cheaper hotel!

ASGA has negotiated a rate in 2026 of \$239 per night (the hotel's normal rate is \$393 per night).

Check-in time is 3:00 p.m.

In 2026, the Hyatt Regency Washington on Capitol Hill is offering free Internet to all ASGA guests who stay there (normally \$14.95 per day).

ASGA recommends that you arrive either Wednesday night ([if you plan to lobby on Capitol Hill](#)) or Thursday afternoon, as conference registration is available from 5:30 p.m. to 7:30 p.m. on Thursday.

4. Plan your air or train travel

Air

If it would take more than eight hours to drive to this conference, ASGA recommends that you fly.

If you choose to travel by air, ASGA recommends that you fly into [Reagan National Airport \(DCA\)](#). Reagan National is only 5 miles from the Hyatt Regency Washington on Capitol Hill.

Another option is [Washington Dulles International Airport \(IAD\)](#). Dulles is also only 30 miles away from the Hyatt Regency Washington on Capitol Hill, and it is accessible by Metro bus and the Metro. It takes longer to get from the airport to the hotel, however. Airfare costs are sometimes cheaper at IAD.

Another possibly cheaper option is [Baltimore/Washington International Airport \(BWI\)](#), which is about 34 miles away. Airfare costs are often cheaper at BWI, but you will either have to rent a car or use the Super Shuttle.

Train

[Amtrak](#) is a convenient option for many East-Coast institutions. Union Station in downtown Washington is an Amtrak stop. Once at Union Station, you can walk two blocks to the conference hotel.

5. Plan your ground transportation

You will need to arrange your own transportation to and from the conference location, as well as to nightlife, restaurants, museums, etc.

If you're flying, you will need transportation to and from the airport. Once you're at the Hyatt Regency Washington on Capitol Hill, you can easily walk or use public transportation (the [Metro](#)) or take a [taxi](#) or [Uber](#) or [Lyft](#) to get around Washington, D.C. If you're staying at the Hyatt Regency Washington on Capitol Hill, you will be able to quickly and easily walk to museums, the Capitol, and many restaurants.

METRO

The easiest, and cheapest, way to get from the airport to the Hyatt Regency Washington on Capitol Hill is to take Washington's convenient and safe [Metro](#). The Metro is easily accessible at Reagan National Airport. Take the "Yellow" line to the China Town/Galleria Place stop. Then switch the "Red" line and ride that for two stops to Union Station. The Hyatt Regency Washington on Capitol Hill two blocks away walking. It will cost less than \$5 per person to ride the Metro from the airport to the hotel.

ASGA recommends buying a Metro pass while you're in Washington. You can use it to sight-see, go to restaurants, or lobby on Capitol Hill. Visit to the Metro web site to see prices for the passes.

The Metro operates until midnight every night. You truly can get anywhere quickly and easily using D.C.'s Metro.

Taxi/Shuttle

You can take a [taxi from Reagan](#) for about \$15-\$25 each way—cabs hold as many as four people. A [taxi from Dulles](#) will cost about \$50-\$60.

The [Super Shuttle](#) is available at the Baltimore airport (about \$40 each way; \$80 round-trip).

[Uber](#) or [Lyft](#) may be less expensive options. Both should be about \$15 from the airport to the hotel.

A taxi from DCA or IAD might take less time to get from the airport to your hotel, but not much, and it will be much more expensive. ASGA recommends that you use the Metro while you're in town.

Parking

If you're driving to the conference, it will cost \$46 overnight to [park](#) at the Hyatt Regency Washington on Capitol Hill and perhaps more elsewhere and in public parking. Please note: the conference hotel has no self-parking (only valet parking).

In addition, if you're driving a college van or bus, the Hyatt Regency Washington on Capitol Hill cannot accommodate over-sized vehicles. Union Station does have long-term parking available for over-sized vehicles. Please contact the hotel for suggestions on nearby parking for over-sized vehicles.

6. Get [Directions](#)

7. Conference attire

- Thursday — Business • Friday — Business
- Saturday — College/University shirts & jeans • Sunday — College/University shirts & jeans

8. Bring your business cards, constitutions & swag

Please bring your SG business cards, brochures, and swag to exchange with other SG leaders and advisors in the “SG Exchange.” You can use part of a six-foot table to display your materials (first-come, first-served). Bring your own table cloth!

9. Check the [local weather](#)

10. Review [Conference Schedule](#)

Then you can decide on which workshops to attend and be aware of when the conference starts and ends.

11. Read these conference articles

- [Make the Most of Conventions](#)
- [Members Behaving Badly](#)
- [Getting the Most Out of Conferences](#)
- [Action Plan for When We Return to Campus](#)
- [10 Ways to Be a Good Conference Roommate](#)