

Orientation and Fellowship Launch 2024-2026 Fact Sheet

We look forward to welcoming you in person (as feasible) at the mandatory Science for Development Fellowships orientation in October. Consider this five-day extravaganza your “boot camp” covering a range of foundational material to prepare you for a successful fellowship experience at USAID. The intense daily programming will introduce you to life as a fellow and cover both broad and detailed information about federal government structures and processes, USAID operations, and the intersections of S&T with global development policies, programs, and practices.

Orientation will be the only time that a majority of you are together for an extended period without the pressures of your daily fellowship responsibilities. While it may feel overwhelming at times, it’s also a fun opportunity to get to know your fellow fellows and to gain new contacts through the many expert speakers. The programming generally runs from 9:00am to 5:00pm daily, with check-in and coffee/tea available starting at 8:45am. Come early and take advantage of the time to start building your fellowship network.

Read on for details about what to expect, logistics, and other important information for kicking off your SDF Fellowship!

Advance Preparation

Below are some items to complete before orientation.

1) Provide Up-to-Date Information

Send the following to Fellowship Program Manager Kira Mock, if you haven’t already:
kira.mock@usmax.com.

- a. DC-area address (if you have relocated since May)
- b. Mobile phone number
- c. Emergency contact information
- e. Dietary restrictions if applicable
- f. ADA accommodations if applicable
- g. Schedule conflicts if applicable

NOTE: Are you a nursing mother? Please also let Kira know this ASAP so that we may explore accommodations for you.

2) Review the Orientation Schedule and Website

The full program begins on Tuesday, October 1, and ends on Monday, October 7. The schedule is available on the [2024-2026 Orientation website](#). A download button will be available next Wednesday, 9/25.

- Browse the speakers and their bios as we will not spend time on lengthy bio introductions - but there may be a quiz!
- Look up the daily locations (also noted below) and research the best transportation route from your departure point. SDF is an eco-friendly program, and we encourage using Metro whenever possible. The George Washington University locations are only 1-2 blocks away from the Foggy Bottom Metro station.

PLEASE NOTE:

SDF Swag

You will receive on the first day of orientation an SDF laptop backpack, water bottle, and a small journal, so travel light that day!

SDF Launch Celebratory Lunch & Networking

Monday, October 7, 12:30 – 2:30pm

Lunch on the final day is scheduled for a longer period to celebrate you as the inaugural SDF Class! Invitees include USAID host office staff, the S&T Fellowships Team and others affiliated with SDF at the Agency, selection panelists, local Higher Education Institution partner representatives, orientation speakers, and of course the SDF Team.

Group Photo

Monday, October 7, 12:30pm

A photographer will be present on the final day of orientation. We will take a 2024-2026 class photo at the start of lunch before the networking begins. The photographer also will be able to take some individual head shots during breaks if you are interested. So, remember to wear something especially nice on October 7.

Locations

October 1 USmax Corporation - Main Floor Conference Center
3060 Williams Drive, Fairfax, VA 22031

Metro: Dunn Loring station (orange line), 1 mile from building
Parking: Parking garage under the building (free)

October 2 George Washington University - University Student Center
800 21st Street, NW, Room 405
Washington, DC 20052

Metro: Foggy Bottom station (orange and blue lines)
Parking: GW parking: \$17 for 2 hours up to \$24 per day - enter on H Street near 21st;
see SpotHero app for alternatives

October 3, 4 George Washington University - Science and Engineering Hall (SEH)
800 22nd Street, NW, Room B1270
Washington, DC 20052

Metro: Foggy Bottom station (orange and blue lines)
Parking: SEH parking garage, 800 H Street, NW (see GW parking rates above)
Enter garage from H Street between 22nd and 23rd; enter building on 22nd Street
Note: Building is tap access – look for SDF staff to open the door, or you may follow a GW student or staff member who is entering
Walk down open stairwell or take elevator one level to B1270, by the green ivy wall

October 7 **George Washington University - University Student Center**
800 21st Street, NW, Room 309
Washington, DC 20052

Metro: Foggy Bottom station (orange and blue lines)
Parking: GW parking: \$17 for 2 hours up to \$24 per day – enter on H Street near 21st;
see SpotHero app for alternatives

Attendance

Participation in all orientation sessions is a requirement of the fellowship. You are responsible for checking in at the registration table each morning to confirm your presence. Federal funding pays for fellows' salaries and benefits and their orientation, so this is mandatory. Excused absences are possible only in exceptional circumstances, which must be communicated in advance.

Dress Code

The dress code for orientation is professional business casual, meaning that formal suits are not necessary. You will be meeting and interacting with VIPs from USAID and experts from other organizations. Generally, you should plan on a jacket layered over an outfit, nice shoes, etc. Jeans and other casual attire are not appropriate.

Plan to dress in layers, as we may not be able to control temperatures in conference rooms. They may feel too hot or too cold – sometimes at the same time! It is difficult to find the sweet comfort zone for everyone. Dressing in layers will allow you to adjust as needed.

Food

Light nibbles will be available every morning, however the catering is not a full breakfast. Be sure that you are well-nourished when you head to orientation. Each day will include an on-site working full lunch, and there will be morning and afternoon snacks and beverages to keep you fueled through the sessions.

Evaluations

Your opinion counts! The SDF Team operates with a continuous improvement focus, and we will make changes to future orientation programming based on your input. Each day, SDF MEL Manager Megan Guidrey will send a link to a feedback survey covering the day's sessions. A final overall orientation evaluation form will be sent on October 7. Please be sure to complete the daily forms. Thank you in advance!