

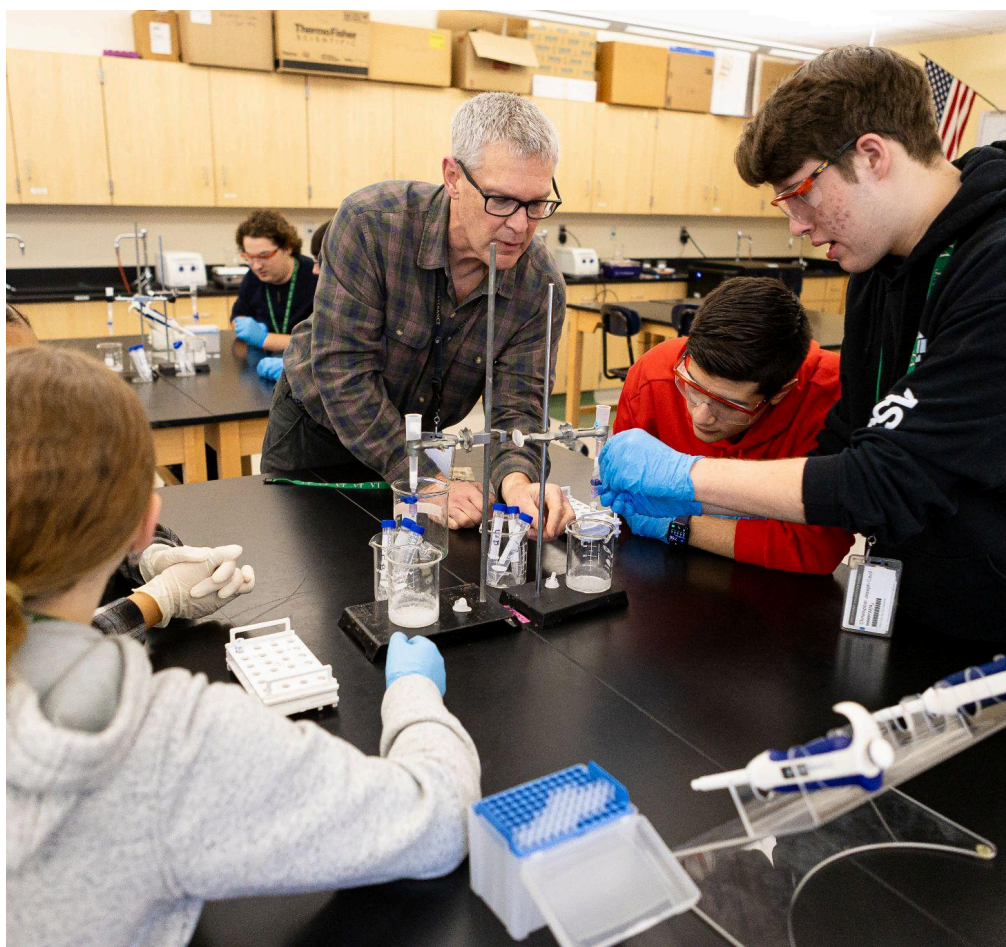
AMGEN[®] Biotech Experience

Scientific Discovery for the Classroom

2025 ABE Master Teacher Fellowship (MTF) Meeting

3-4 April | Cambridge, Massachusetts, USA

Information Packet



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Welcome

The ABE Program Office is pleased to welcome you to the 2025 Master Teacher Fellowship (MTF) Meeting! We are excited for the opportunity to bring together ABE colleagues from around the world.

Travel and Accommodations

Hotel Information

DoubleTree Suites by Hilton Hotel Boston Cambridge

400 Soldiers Field

Boston, MA 02134

Phone: +1 (617) 783-0090

Website: <https://www.hilton.com/en/hotels/bossbdt-doubletree-suites-boston-cambridge/>

Check-in begins at 3 pm EST

Check-out is by 12 pm EST

If you would like a later check out time, please request that when you check in to the hotel.

Getting to and from the Boston Airport

The hotel is 6.0 miles from Boston Logan International Airport. Taxicabs are available curbside at baggage claim. Rideshare apps such as Uber and Lyft are both available in Boston. Travel to and from the airport for this event will be reimbursed by the ABE program office. Please see below for more information on using Uber and Lyft. Please note that DoubleTree Suites by Hilton Boston Cambridge does not offer free shuttle service to and from the airport.

Boston Logan Airport Website: <https://www.massport.com/logan-airport>

Public transportation to Cambridge from the airport is also available through the MBTA Silver and Blue lines:

<https://www.massport.com/logan-airport/getting-to-logan/public-transportation>

Parking Rates

On-site parking is available for a \$47/day fee at the hotel for guests and visitors. Parking is operated on a first-come, first-served basis and is subject to change and availability. Valet parking is not available.

Important Information Regarding Credit Cards

You are required to present a credit card when checking into any U.S. hotel. The hotel will put a hold on your credit card for incidental expenses (room service, laundry, etc.). If you do not incur any incidental expenses during your stay, your credit card won't be charged, and the hold will be removed.

To ensure that you can complete the check-in process at the hotel, please contact your bank before departure from your home country to make sure you can use one of your existing credit

cards for international travel. The bank will likely ask you to specify where in the U.S. you'll be visiting and on which dates. Please obtain confirmation from your bank that your request has been granted and that the credit card(s) can be used during your trip to California.

If you do not have a credit card, please contact ABEInfo@edc.org as soon as possible.

Uber & Lyft

Uber and Lyft are ridesharing services accessible through mobile apps. Uber or Lyft can match riders with available drivers in minutes. If you do not have an existing account, you can create an account, add your payment method, and request a ride to your destination. Uber and Lyft are available for download on the Google Play Store for Android and Apple's App Store.

Delays and Cancellations

In the event of cancelled flights, please notify the [ABE Program Office](mailto:ABEInfo@edc.org) at 734-645-9665 (Amy Lozen, Meeting Planner) immediately. If you are in a location where you will need a hotel due to your cancelled flight, the Program Office will arrange a hotel booking for you. If you are unable to reach the Program Office, you may book a reasonably priced nearby hotel and submit receipts for reimbursement.

If your arrival to Boston is delayed and you no longer need accommodation at the DoubleTree Hilton Boston Hotel Cambridge for one or more nights, please contact the hotel directly to cancel your room reservation for those nights. The contact information for the hotel is listed on page 2.

ABE MTF Meeting Details

Meeting Venue: Amgen Massachusetts

360 Binney St, Cambridge, MA 02141



What to Bring

This is not an exhaustive list but may serve as a reminder on important items.

Passport and/or ID and Visa Information

Please don't forget these vital documents. It is recommended to make copies of your travel documents in the event your passport/ID/Visa is lost.

Credit and/or Debit Card

Participants wishing to withdraw money, rent a car, or use their credit and/or debit cards for any purpose should contact their bank to make sure the card(s) can be used for international travel prior to their trip. A credit card is required to check-in to the hotel (see details under Travel and Accommodations on page 2).

Computer and Adapters

We ask that all guests bring their personal laptops and power adapters, and that session presenters bring laptop projector adapters. If you have questions about this, please reach out to ABEinfo@edc.org.

Electrical Adapter

You may need to bring an adapter for electronics. In the U.S., the power plug sockets are type A and B. The standard voltage is 120 V and the frequency is 60 Hz.

Meeting Materials

To be environmentally responsible, we are making meeting handouts available in digital form ONLY via the ABE website. Meeting materials will be complete and uploaded prior to the meeting. Please check the website before traveling so you can download or print anything you would like before you arrive. Please contact ABEinfo@edc.org if you would like the Program Office to print any materials for you beforehand.

Dress Code

The dress code for this meeting is business casual. Attendees should wear closed toe shoes and long pants for all sessions.

Meeting Goals and Outcomes

The meeting will begin on 3 April and continue until the end of the business day on 4 April. The meeting will formally convene each day promptly at 9:00am EST and will conclude each day at 4:30 pm EST. There is an optional activity taking place after the meeting on April 3. Please see the agenda below for more details.

Breakfast will be available for purchase each day at the hotel. Lunch will be provided during the ABE Ambassador Retreat.

AGENDA AT-A-GLANCE

(updated 3/20/25)

Day 1		Day 2	
7:00 - 7:45	<i>Optional breakfast on your own</i>	7:00 - 7:45	<i>Breakfast on your own</i>
8:00 - 9:00	<i>Transportation to AMA and check-in with light breakfast</i>	8:00 - 9:00	<i>Transportation to AMA and check-in</i>
9:00 - 9:30	Welcome Auditorium, Floor 1	9:00 - 9:30	Welcome and Overview of Day 2
9:30 - 10:00	Group Photo and passing time to 8th floor	9:30 - 11:15	AMA Tours Tour 1: Combination Products Tour 2: Drug Products Tour 3: Stand Up Lab Tour 4: Synthetics Lab
10:00 - 10:30	Connections		
10:30 - 11:30	Roundtables: Highlighting What Works	11:15 - 12:15	Speed networking with AMA staff
11:30 - 12:30	Unpacking Challenges	12:15 - 1:15	LUNCH and Keynote
12:30 - 1:30	LUNCH	1:15 - 2:45	Exploring Precision Medicine: Resource Overview
1:30 - 3:00	Innovating ABE: Building an ABE Teacher Community		
3:00 - 3:15	BREAK		
3:15 - 4:15	Innovating ABE: Design Lab	2:45 - 4:15	LabXchange Practicum
4:15 - 4:30	Closing and Preview of Day 2	4:15 - 4:30	Closing, Next Steps

Day 1 5:30 Optional: Master Teacher Fellowship dinner and outing

Travel Costs and Reimbursement Information

Please note the following details regarding travel-related costs and reimbursements.

Travel Expenses

For airfare costs, all arrangements should have been made through EDC's travel agent unless you received prior approval to make your own arrangements. Travel arrangements not made through EDC's travel agent cannot be guaranteed, and participants are responsible for any changes to their arrangements.

ABE will provide economy seats on flights the day before and the day after events. If you plan to extend your trip for personal reasons and/or prefer to upgrade your flight or select your seats, this will be at your own cost.

Hotel Expenses

ABE will book and pay for your hotel room 1 day before the event, during the event, and 1 day after the event. You may arrange to stay for additional days; however, these hotel costs will not be covered by ABE, and you will need to arrange your own accommodation. Please contact the hotel directly to make any changes or to add or remove additional nights beyond what is covered by the Program Office; the Program Office will not be able to make these changes on your behalf.

In the event of canceled flights, please notify the ABE Program Office immediately. If you are in a location where you will need a hotel due to your canceled flight, the Program Office will arrange a hotel booking for you. If you are not able to reach the Program Office, you may book a reasonably priced nearby hotel and submit receipts for reimbursement.

Visa Applications

ABE will reimburse you for visa application fees. Please provide a receipt.

Daily Expenses

It is our policy to reimburse participants for reasonable and necessary expenses incurred while attending events for ABE. For example, you may submit the following for reimbursement:

- Taxi, Lyft, or Uber fares to and from the airport.
- Taxes and tips within the incidental rate provided on the table below.
- For any meals not provided by the hotel or at the meeting, you can request reimbursement at the following rates. Please plan on specifying the meal(s)—breakfast, lunch, or dinner—and date of the meal for each request.

Meal	First & Last Day of Travel	All Other Meeting Days
Breakfast	\$17.25	\$23.00
Lunch	\$19.50	\$26.00
Dinner	\$28.50	\$38.00
Incidentals	\$3.75	\$5.00

Items that are not reimbursable:

- Meal costs for meals that ABE provides (if you choose not to join that meal) or which exceed the daily per diem maximum.
- Meal costs outside of travel times. For example, if you have a flight on Thursday evening, you may submit for reimbursement for Thursday's lunch (depending on when you need to begin travel) and dinner, but not for Thursday morning's breakfast.
- Alcoholic beverages
- Leisure expenses incurred while in attendance (including travel to and from leisure activities)
- Personal costs including laundry, pet sitting, or dependent care
- Flight upgrades or seat selection
- Additional baggage (above 1 bag)

About Us

Amgen

Amgen is one of the world's leading biotechnology companies. Amgen is a values-based company, deeply rooted in science and innovation to transform new ideas and discoveries into medicines for patients with serious illnesses.

Amgen Foundation

The Amgen Foundation seeks to advance excellence in science education to inspire the next generation of innovators and invest in strengthening communities where Amgen staff members live and work. "To date, the Foundation has committed \$375 million to nonprofits dedicated to impacting lives in inspiring and innovative ways. The ABE program is managed by Ashley Young, Program Manager, Science Education at the Foundation.

ABE Program Office at EDC

The ABE Program Office serves as the administrative home for the ABE program, providing technical assistance, developing resources, and supporting program sites and participating teachers. The ABE Program Office manages communications and outreach and works alongside the Amgen Foundation to advance the ABE program.

ABE Program Office Staff Meeting Attendees

Rebecca Lewis

ABE Program Office Director

Raegan Davenport

Community of Practice Manager

Dr. Candice Johnson

Technical Advisor

Jessica Juliuson

Director of Community and Strategy

Sarah Prusik

Project Coordinator

Amgen Staff Meeting Attendees

Scott Heimlich

Executive Director, Philanthropy

The ABE Program Office would like to thank the Amgen Foundation for supporting this opportunity for ABE program sites and interested guests to exchange ideas, share resources, and continue to strengthen the ABE community worldwide.