



## Event Locations

Most Pencils Down activities will take place at the **Philadelphia Downtown Marriott**. Colleagues will stay at either the Marriott or the nearby Notary or Element hotels. The evening event will take place at Reading Terminal Market next door.

**Philadelphia Downtown Marriott**  
1200 Filbert St.  
Philadelphia, PA 19107

**The Notary Hotel**  
21 N. Juniper St.  
Philadelphia, PA 19107

**Element Philadelphia Downtown**  
1441 Chestnut St.  
Philadelphia, PA 19102

*If you've not received your formal confirmation from your hotel, please reach out to [pencilsdown@collegeboard.org](mailto:pencilsdown@collegeboard.org).*

## Hotel Check-In

### Hotel Check-in and Luggage Storage

- Hotel check-in will occur in the lobby of each hotel.
- We are unable to guarantee early check-ins as they're based on hotel availability.
- If you're checking in on Thursday and your room isn't ready before the Pencils Down Reunion begins at 12:30 p.m., you can either store your luggage at your hotel desk or in room **407-409 of the Philadelphia Marriott Downtown**.

### Marriott Bonvoy App

- All three Pencils Down properties (Element, Notary and Downtown Marriott) are Marriott brands. We recommend creating a free Marriott account and downloading the [Marriott Bonvoy app](#).
- Benefits of joining and using the app include complimentary Wi-Fi, the ability to check-in on the app, and a mobile room key.

## Pencils Down Registration Hours

### Pencils Down Registration Location

Philadelphia Marriott Downtown, Franklin Ballroom (4<sup>th</sup> Floor).

### Registration Hours

After dropping off your bags, swing by the second floor to grab your badge, swag and get your lay of the land. **Registration will be open from 8:30 a.m.—2:00 p.m. on Thursday.** Beat the rush by swinging by as early as you can.

## Transportation

### To/From Your Home Airport

Travel to and from your home airport or train station is covered by Pencils Down. Please use your corporate American Express and/or retain receipts for reimbursement. For information on travel policies, review this [page](#).

### Arriving to Philadelphia

- Pencils Down will provide complimentary and continuous shuttle service from **Philadelphia International Airport (PHL)** and **Philadelphia's 30<sup>th</sup> Street Station** to the Philadelphia Marriott Downtown, The Notary Hotel Philadelphia, and Element Philadelphia Downtown. We encourage all colleagues to utilize the shuttle services—get started early reconnecting with everyone.
- Shuttles will operate at the following times. If your arrival is outside of these windows, please use Uber/Lyft and expense to Pencils Down.
- For detailed information on getting to the shuttles at both the airport and train station, review this [page](#).

### PHL Airport and 30<sup>th</sup> Street Station Shuttle Schedule

Wednesday, Feb. 5	10:00 a.m. – 8:00 p.m.	Departing every 30-min on the hour and half hour
Thursday, Feb. 6	7:00 a.m. – 4:00 p.m.	Departing every 30-min on the hour and half hour

### Parking

If you're driving, we encourage you to take advantage of valet parking at your hotel which will be billed to your room and covered by Pencils Down. There are a number of [off-site parking options](#) you can take advantage of as well. Make sure to hold onto your receipts to submit an expense report using the Pencils Down budget code.

Reach out to [pencilsdown@collegeboard.org](mailto:pencilsdown@collegeboard.org) for accommodations or ADA requirements regarding travel.



## At the Event

### Agenda

Pencils Down is a jam-packed day and a half. Every moment and person matters. Check out the agenda [here](#).

### Download the PD25 Mobile App

For event details including schedule, floorplans, and important notifications, download the PD25 guide.

1. First, visit your **app store (Apple Store or Google Play)** and search for **College Board Events** or go to [guidebook.com/app/collegeboard](http://guidebook.com/app/collegeboard)
2. Then open the app, and in the bottom right click **Passphrase**.
3. Enter **PD25** to download the guide.

### Build a Library—donate your books!

When you pack your bags, don't forget to include your favorite children's book! College Board Cares will be on-site collecting new and gently-used book donations for kindergarten through 8<sup>th</sup> grade readers. Every book on our shelves will make its way to [Cradles to Crayons](#), a nonprofit that provides essential items like clothing and school supplies to students who need them most across Philadelphia. The more shelves we fill, the bigger impact we'll make on local children in need.

### Electives

Pencils Down Electives give you an opportunity to get into smaller conversations about topics and trends that spark your interest. Learn more about each session [here](#) and make your plans for Thursday afternoon and Friday morning.

### Provided Meals

The following meals will be offered during Pencils Down:

Provided Meals	
Thursday, Feb. 6	Lunch and Dinner Drinks and Snacks
Friday, Feb. 7	Breakfast Drinks and Snacks



## Reimbursable Meals

College Board will reimburse the cost of meals not provided during Pencils Down up to the following amounts:

Reimbursable Meals	
Wednesday, Feb. 5,	For early arrivals: lunch and dinner <i>(not to exceed combined total of \$50)</i>
Thursday, Feb. 6	Breakfast <i>(not to exceed a total of \$25)</i>
Friday, Feb. 7	Lunch <i>(not to exceed a total of \$25)</i>  For those with late flights: dinner <i>(not to exceed a total of \$25)</i>

## Food Allergy or Dietary Restriction Card

If you require a special meal (Gluten Free, Vegan, Vegetarian) or have a food allergy, please pick up the appropriate card at the registration desk.

## Off-site Reception at Reading Terminal Market

We're excited to spend Thursday evening at the historic [Reading Terminal Market](#). Over 45 vendors will be open serving food and drink—a full list can be found on the mobile app. In addition, we'll have dance floors, photobooths, and other exciting activities. Hop on the party train. Come on board to celebrate our collective impact.

## Optional After-ish Parties

In case you prefer to be away from the big crowd, we're [hosting a variety](#) of alternative, intimate, and chill hangs. All After-ish Parties are in the Philadelphia Marriott Downtown from 8:30–10:30 p.m. on Thursday.

## Optional Wellness Experiences

Pencils Down is about us – and it's also about fun and feeling good. You have a whole menu of optional experiences to pick from Friday morning, from gentle and therapeutic to heart-pumping and energetic. Wellness activities include stretching, tea tasting, meditation, boxing, chair dancing, and a group fun run/wake-up walk. Read our [class descriptions](#) and your reserve a spot [here](#).

## Nursing Room

A room will be available at the Philadelphia Marriott Downtown in room 302 for any nursing mothers who may need it. Stop by the registration desk to check-out a key.



### **Multifaith Room**

A private room for prayer is available at the Philadelphia Marriott Downtown in room 303.

### **Sensory Room**

A quiet room will be available for anyone needing a moment from the hustle and bustle of Pencils Down in room 304.

### **Wi-Fi and Laptop Use**

Pencils Down is about *not* working. We will not be supplying Wi-Fi. Use this opportunity to unplug from your work email. Leave your computer in your hotel room—or at home. You won't need it at Pencils Down.

### **Photographing and Recording the Event**

College Board frequently photographs and records its events. By attending Pencils Down 2025, you consent to being recorded and/or photographed, and authorize College Board and/or its agents or licensees to use any recording and/or photographs, as well as any statements that you make (“Footage”), in any medium (including, without limitation, audio, video, print, broadcast, etc.) throughout the world at College Board’s sole and exclusive discretion. College Board may also edit, distribute, exhibit, publicize, advertise, and otherwise exploit the Footage in all media and formats, now known or hereafter developed, for commercial and noncommercial use, without compensation to you.

## **The City of Brotherly Love**

### **Weather**

During February in Philadelphia, the average high is 45 °F and the average low is 30°F.

### **What to Pack**

The dress code is professionally comfortable. Think nice jeans and sweater rather than button down or dress. Go for comfortable shoes. Hotels can vary in temperature so dress in layers or bring a sweater, jacket, or shawl. For the evening event at Reading Terminal Market, there is no need to change—comfy casual is still appropriate. If you'd like to participate in a wellness activity, bring something you can work out in comfortably.

### **Explore Philadelphia Like a Local**

We asked our Philadelphia staff what they love about their city—and they delivered big. See all the [local recommendations](#) and explore this big, beautiful collection of restaurants, bars, small businesses, and Philadelphia sites—all curated by staff for staff.

## **Questions**

Have a question not addressed above or on the [website](#)? Let us know.

