Visitor Information and Services
Argonne National Laboratory
Washington DC Office
955 L'Enfant Plaza, SW, Suite 6000
Washington, DC 20024-2112

Office Hours: 8:30 AM to 5:00 PM
      202.488.2400 (main number)
      202.488.2413 (fax)

Manager/Administrative Support/IT Admin:
  Kittie Grant   202.488.2489
  Brenda Davis   202.488.2400
  Administrative Assistant 202.488.2438
  IT Administrator   202.488.2480 (avail. 8:30am-3:00pm)

Conference Rooms: Reservations suggested ensuring availability; an ANL cost code is required; Call 202.488.2400 to schedule
  Room A05: Accommodates 12 people
  Room B13: Accommodates 20 people
  Room B15: Accommodates 40 people
  Room C01: Accommodates 8+ people

Fax Number: 202.488.2413 (Incoming faxes are routed by the front desk, printed in A18)
3 Fax Machines located throughout the office for outgoing faxes

Guest Offices: These offices are equipped with desktop workstations installed with Microsoft Office 365, Internet access, and printing. If you have special requirements, we ask you to call ahead.

Wireless Internet Access: The office provides access to ANL-Chicago and the Internet. There is also guest wireless access. The IT administrator will provide additional computer and network support as requested between 8:30am-3:00pm from Monday to Friday.

Video Conferencing: (A05, B13, B15 & C01): Reservation required. We have the ability to connect with sites using IP protocols and we can join multipoint connections over IP. When scheduling a video conference you will be asked for contact information for the other party and a cost code to defray the cost of the video conference.

Available equipment: (advance reservations suggested guaranteeing availability):
When reserving the conference telephone and/or projector you, will be asked for a cost code to serve as a "security deposit"
  Projector   Laptop   Conference (Polycom) Telephone
  Easels   Print Board

Note: When scheduling a meeting you will be asked to submit a list of attendees. **30 to 45 days advance notice may be required for processing foreign nationals**. Upon entering the office, all visitors are required to show a government issued and/or company ID badge, sign in, display the ID badge while in the office, and upon departure, sign out and if provided, return assigned ANL visitor badge.

JBG Building and Office Security: L'Enfant Plaza Properties, Inc. provides 24 hour "strolling" security in the North building. If you require assistance, call 202.485.3350 (non-emergency) or 202.553.3131 (emergency). The exit doors to the office are locked at all times and require the use of an access keycard to gain entry. Use of the emergency exit door is limited to the evacuation of the office and will sound the alarm. Also leaving either of the main entrance doors open (after 15 seconds) will also trigger the alarm.

DIRECTIONS TO ARGONNE NATIONAL LABORATORY (ANL) OFFICES (from the Metro):

L'Enfant Plaza is located at the L'Enfant Plaza metro stop and is served by the Orange, Blue, Green, Silver, and Yellow lines (only one stop from the Pentagon on the Yellow line). Use the "9th and D Street/L'Enfant Plaza" exit from the metro (via escalators) and enter the Promenade Level Food Court (Potbelly's, Moe's, and Roti). Then turn right at Roti and continue walking per the signage to D Street (turning right before California Tortilla) which will lead you to the two elevators located on the right just before the steps leading down towards the D Street exit of the promenade. Take the elevator to the 6th floor where you will see the entrance to the ANL DC office.

DIRECTIONS TO ARGONNE NATIONAL LABORATORY (ANL) OFFICES (from the 955 main lobby):

All four elevators in the North Building run between the main lobby on the Plaza level (the First Floor) and the 6th floor. Elevators 1 & 2 also serve the Promenade level (one floor below the Plaza level). The Plaza level is designated by the "1" in the elevator; the Promenade level is designated by the "PR." Take the elevator to the 6th floor where you will see the entrance to the ANL DC office.