

18th Annual Institute on Teaching and Mentoring October 20 - 23, 2011, Atlanta, Georgia

We look forward to welcoming you to Atlanta, Georgia next week. This letter contains important information you will need for the conference so keep it in a safe place. **Please read all the information, carefully**, and review the latest draft of the abbreviated conference agenda. You will receive a full conference agenda upon check in at the registration desk.

Institute Registration — The Institute registration desk opens at 12p.m. on Thursday and will remain open until 8:00 p.m. (If you arrive after 8 p.m. on Thursday, please check-in with Compact staff on Friday to pick up your Institute materials.) **It is very important that all attendees attend their respective orientation sessions on Thursday at 5:30 p.m.** The faculty recruitment tables open at 12 noon and the opening reception begins at 7:00 p.m. in the Grand Ballroom on Thursday. Registration will be at the Marriott Tampa Waterside outside of the Grand Ballroom upstairs to the right of the escalators.

Hotel Check-in — All attendees must check in at the hotel upon arrival for the first night reserved. The hotel will charge us for the first night's room fee for all "no shows" and they will resell the remaining reserved nights! You will be charged the hotel fee if you do not cancel 72 hours, via email to the Institute Coordinator, audra.jackson@sreb.org, and eric@connectionshousing.com prior to your check in date. Remember, the hotel requires either a credit card or debit card upon check in.

Settlement of Hotel Charges — Attendees should settle all appropriate room and incidental charges (telephone, entertainment, room service, dry cleaning, movies, snack bar, etc.) directly with the hotel at checkout.

Attire — Dress for the Institute will be business casual. We suggest layering clothes and dressing for indoor air-conditioning since most hotel rooms are usually cool.

Childcare — While the Compact has always encouraged family participation in Institute activities, we do ask that you do not bring children with you to sessions. No childcare is available at the hotel.

Meals — Name badges are required for admittance into all meal functions. All attendees attending meal functions must be fully registered and wearing a name badge at all times. Since Atlanta is a very big market, if you do not have your badge on, you will be asked to leave the meal function.

Free Time — Saturday night is free time for all attendees, and dinner will be *at your own expense*. The Tampa area offers many eating and shopping options. Be sure to bring spending money to cover food, entertainment, souvenirs, etc.

If you must cancel your reservation, send an email to eric@connectionshousing.com no later than noon, Friday, October 14, 2011. Failure to cancel by this date may result in additional charges.

Air Travel

If we made your travel arrangements, your itinerary was emailed to you from Williamsburg Travel. If you have not received your itinerary, but included your reservations when you registered, please send an email to Betty Brooks at bettygb@aol.com. Please follow these guidelines carefully:

1. Examine all documents closely to make sure that your name is listed as the traveler.
2. Check in online with your confirmation number. Also, most airlines have bag fees so please make sure you bring money to the airport for bag fees. We will reimburse you for 1 averaged weight bag to and from Tampa. **FEES FOR OVERAGES ON BAG WEIGHT WILL NOT BE REIMBURSED. PLEASE CHECK YOUR AIRLINE.**
3. Arrive at the airport at least 2 hours before your flight is scheduled to depart. Bring your itinerary and ticket with you.
4. Compare the name that is printed on your ticket/itinerary to the photo ID that you will use at the airport. ***If the name on the reservation does not match what is printed on the ID exactly, you must contact the airline in advance of your flight.*** If your name has changed due to marriage or divorce, etc., you should bring the appropriate proof of name change to the airport.
5. The airlines may have changed your flight number or departure/arrival times since the original booking. ***It is your responsibility to check on the status of your flight 24 hours before scheduled departure. You should follow these same guidelines on your return trip.***
6. For more information contact your airline:

Airtran Airways	(800) 247-8726... www.airtran.com
American Airlines	(800) 543-0460... www.aa.com
Continental	(800) 525-0280... www.continental.com
Delta	(800) 221-1212... www.delta.com
Northwest	(800) 225-2525... www.nwa.com
United Airlines	(800) 241-6522... www.ual.com
US Air	(800) 231-3131... www.usair.com

Important Travel Tips

- ✓ Call the airline or go online 24 hours before your flight to confirm the departure time.
- ✓ Arrive at the airport a minimum of 2 hours before your flight to pass through airport security.
- ✓ Remember not to take any prohibited items on the airplane (visit www.tsa.gov for a list).
- ✓ Pack carefully and secure items that may leak or spill onto your clothing.
- ✓ Be sure to pack for a changing climate and for cooler indoor temperatures. Hotels are usually cold!
- ✓ Wear comfortable shoes. You will be walking at the airport, train station and hotel.
- ✓ Arrive safely and enjoy the 17th Annual Institute on Teaching and Mentoring!

We are using a private shuttle company for transportation to and from the airport. They will have your name and flight confirmation number.

YOU DO NOT HAVE TO CALL THEM

Arrival Instructions for *Institute on Teaching and Mentoring Participants*

Upon arrival at the Atlanta Airport, please proceed to baggage claim to pick-up your bags. The baggage wheels are divided by North and South Terminals, so make sure you search for your airlines baggage claim area. Once you have collected your luggage, proceed to the elevator.

After collecting your baggage, proceed outside to the Ground Transportation. You will see vans with the “Institute on Teaching and Mentoring” logo. They will bring you to the hotel.

Check in with the reservation agent standing by the van and give them your name or SREB ID. Please ensure your luggage is accessible to the drivers to load prior to departure. Please let the representative know that you are traveling with the Southern Regional Education Board Group/Institute on Teaching and Mentoring and they will direct you to the next departing Shuttle. You may also locate our booths online at

We hope you enjoy your travels!