

**PERTINENT SHUTTLE INSTRUCTIONS.
PLEASE IN ITS ENTIRETY.**

Your ground transportation to and from the hotel will be handled by *Presenting Atlanta*.

Transportation will be provided on two days: **11:00 AM until 11:00**

PM on Thursday, October 20th and 11:30

a.m. until 3:30 p.m. on Sunday October,

23rd IF YOUR TRAVEL IS OUTSIDE OF THESE CONFERENCE GUIDELINES, please make other transportation arrangements. THE ATLANTA HILTON **DOES NOT HAVE A SHUTTLE TO THE AIRPORT.** But can provide you a number to a cab service.

WE WILL NOT REIMBURSE FOR TRAVEL TO AND FROM THE HOTEL IF YOU ARE WITHIN THE TRAVEL GUIDELINES, HAVE MISSED THE SHUTTLE OR WANT TO LEAVE EARLY.

Please meet your *Presenting Atlanta* Coordinator at the defined Meet and Greet area located at the midway point in the broad hallway connecting North and South baggage claims. Passengers arriving on A, B, C, D and E concourses will automatically arrive at the Meet and Greet area upon leaving the airport train at the last stop (baggage claim) and taking the long escalator to the top. The *Presenting Atlanta* Coordinator will be at the top of the escalator dressed in a black shirt with a *Presenting Atlanta* logo and black pants, holding a sign that reads "INSTITUTE ON TEACHING & MENTORING". In the event you do not see a *Presenting Atlanta* Coordinator, please check the Driver Greet Area, located in front of both the North & South baggage claims.

Passengers arriving on United Airlines or on the T Concourse will need to follow the signs to North and South baggage claim and go to the broad hallway connecting the two baggage claim areas. The airport concierge and a business traveler office are also located along the broad hallway.

Passengers arriving on American Airlines will need to follow the signs to the American Airlines baggage claim. American Airlines is the only airline that has a dedicated baggage claim, which is separated from the main baggage claim area.

If you are having difficulty locating the *Presenting Atlanta* Coordinator, please call

404-925-2550 for immediate assistance.

VERY IMPORTANT: PLEASE DO NOT TAKE THE "PARK AND RIDE" SHUTTLES. THEY ARE STRICTLY FOR PEOPLE WHO HAVE PARKED AT THE AIRPORT.

Directions for Arriving Passengers to Connect with Presenting Atlanta Staff

