

Welcome! Leadership Academy 2018

IMPORTANT INFORMATION! Please print and bring this sheet with you to the training!

Before it gets here....

It is very important to understand that you are responsible for purchasing your airline tickets and should do so as soon as possible. Please make sure that your plane arrives in IND on **Monday, September 17, 2018, before 2:00 pm** and your departure flight leaves Indianapolis on **Friday, September 21, 2018, after 3:00 pm**.



When you arrive at the airport: Call (317) 296-6297 (hotel number) and let them know you are part of the Hope Partnership group and you need to be picked-up at the airport. They will give you instructions on where to meet the shuttle bus.

Main Hotel:



Wingate By Wyndham Indianapolis Airport-Rockville Rd

5797 Rockville Rd, Indianapolis, IN 46224

Phone: (317) 296-6297

Once You Get to the Hotel:

Check-in at the hotel starts at 3:00 pm. If you arrive before check-in time, check with the front desk (sometimes rooms are available a little bit before time). If this option is not available, we can keep your baggage in the meeting room. Please see Hope Partnership staff at the Registration table in the

lobby if you need this alternative.

Training will start on Monday @ 5:00 pm

Conferences and training are going to be held in another facility away from the hotel. We need time to transport all participants to the venue. Transportation will leave the hotel @ 4:00 pm. **PLEASE MEET US AT THE LOBBY BY 3:45 PM OR TRANSPORTATION WILL BE ON YOUR OWN.**

Host Venue:

Westview Christian Church

5925 W 34th St, Indianapolis, IN 46224

Phone: (317) 291-7871

Dress is casual – Jeans are OK. Check the weather, but remember conference rooms can be very hot or cold! There is a workout center and a pool at the hotel, so bring your suit for some downtime.

** Due to the amount of material covered, and liability concerns, no children may attend training **

Most meals will be provided beginning with dinner on Monday. A free breakfast is provided by the hotel daily.

****No meal will be served on Wednesday night****

We will provide information regarding restaurants in the area that will deliver dinner for you at the hotel at your own cost.

PLEASE NOTE: You will need to share a room with another participant of the same gender (unless you are paying for a single room). Single rooms should be paid in full prior to the event or you will be assigned to share a room. Room assignments are random unless you requested a specific roommate during registration process. We will accommodate married couples in the same room. We have arranged to pay for rooms for all participants for Monday, Tuesday, Wednesday, and Thursday nights.



Getting Home:

When you check-in at the hotel, please provide your departure time and make sure they put your name on the list for the shuttle for Friday. If not, you will be responsible for your own transportation to the airport.

Questions:

If you have any questions once in the Indianapolis area, you can call **Milly** at (317) 713-2538 or **Terrell McTyler** 317-593-5323. Prior to the event contact **Milly** toll-free 800-274-1883 ext. 2538 or email at leadershipacademy@hopepmt.org.