

Travel and Logistics Guide

NeighborWorks Training Institute
Philadelphia ■ August 16-20, 2010

NeighborWorks Training Institute (NTI) courses will be held at the following locations:

Philadelphia Marriott Downtown
1201 Market Street
Philadelphia, PA 19107
(215) 625-2900

www.marriott.com

Courses: Affordable Housing, Asset Management, Community Engagement, Community and Neighborhood Revitalization, and Management and Leadership
Connected to Convention Center via skywalk

Loews Philadelphia Hotel
1200 Market Street
Philadelphia, PA 19107
(215) 627-1200

www.loewshotels.com

Courses: Construction and Production, Community Economic Development, and Rural Development
Directly across the street from the Marriott

Pennsylvania Convention Center
1101 Arch Street
Philadelphia, PA 19107
(215) 418-4700

<http://www.paconvention.com>

Courses: Homeownership and Community Lending

ONSITE REGISTRATION

Located in Grand Ballroom Pre-Function Area, 5th Floor of Main Building Philadelphia Marriott Downtown

Sunday	3:00 p.m. to 6:00 p.m.
Monday–Thursday	7:00 a.m. to 5:00 p.m.
Friday	7:00 a.m. to 1:00 p.m.

****All participants must check in at Onsite Registration****

Institute Policies and Procedures

The complete "NeighborWorks Training Institute Policies and Procedures" is available online at <http://nw.org/network/training/about/policies.asp> or by contacting NeighborWorks America's Training Division at 1-800-438-5547 or e-mail nti@nw.org.

All participants are required to check in at Onsite Registration. At onsite registration you will receive an information packet and name badge. Your detailed event transcript, including your course selections and room locations, will be emailed to you approximately one week prior to the event. Please make sure you have provided an updated email address with your registration or send us your email address at nti@nw.org.

Attendance: Courses begin promptly at 8:30 a.m. and end at 4:00 p.m. each day except on Friday when courses end at 2:30 p.m. ** Certificates are issued only to participants who have attended and completed 100% of the course. There are no exceptions to this policy.

Note regarding Friday course hours: In an effort to better meet participant travel needs and optimize your institute experience, all courses will end promptly at 2:30 p.m. on Fridays, rather than at 4:00 p.m. as on other course days. The additional hour-and-a-half will be made up based on the consensus of course participants (shortening lunches, starting earlier than 8:30 a.m., etc.). Check with your instructor for more details, and remember that certificates are given only to participants who remain for the entire course.

Special Needs: If you have special needs addressed by the American with Disabilities Act, please notify NeighborWorks one month prior to the event.

Travel Arrangements: Once you have received your confirmation, you can make your travel arrangements. *To ensure a full learning experience and to better accommodate airline check-in and departure, do not schedule departure travel earlier than three hours after the end of your last course.*

- **Non-NeighborWorks Network Organizations:** Participants are responsible for making their own travel arrangements.
- **NeighborWorks Network Organizations and Faculty:** Contact Directravel at 1-866-492-9834 or email nwa@dt.com or nyteam@dt.com to make your travel arrangements with one of Directravel's agents. Your airfare is covered through the use of your training slot. If you cannot secure a return flight to get you to your home airport by 11:00 p.m. local time on the last day of your course, you may stay an additional night in the hotel at our expense if the request is made by **July 16, 2010**. However, if you requested a single room, the extra single room night upgrade charge will be the responsibility of your organization or you. *Make travel arrangements with Directravel no later than July 16, 2010. If travel arrangements have not been made at least three weeks prior to the NTI, you may be responsible for the difference in airfare if the cost of a roundtrip is \$900.00 or more. NeighborWorks America has advised Directravel to book the lowest fare, which in some cases will be a non-refundable ticket. If changes are made to a non-refundable ticket, any costs associated will be the responsibility of the participant, not NeighborWorks America. Please note that there is also a fee for Directravel to make any changes, so please plan wisely.* If you have exhausted your NTI slots and still plan to attend, you are responsible for making your own hotel and travel arrangements. If you wish to make your own travel arrangements, NeighborWorks America will reimburse you or your organization only for the airline, bus or train ticket up to the amount the ticket would have cost us. However, you must receive permission from NeighborWorks America before purchasing your own ticket, otherwise your expenses may not be reimbursed.
- **Scholarship Recipients:** Most scholarship programs cover tuition only; however, review your scholarship award letter to verify. If your scholarship covers travel or lodging you are responsible for notifying NeighborWorks America if you decide to cancel by July 16, 2010.
- **Check-in Baggage Fee:** Many airlines charge a fee for each checked bag. Please check with your airline carrier for carry-on and checked baggage fees. NeighborWorks will not reimburse for this expense.

Accommodations: Guestrooms are available after 3:00 p.m. the day before your courses start, and check-out is before 12:00 p.m. on the last day of your course. For directions to a hotel, contact the hotel directly or visit the hotel's website..

- **Scholarship Recipients:** Most scholarship programs cover tuition only; however, review your scholarship award letter for details. **Early departure fees may also be assessed if you fail to inform NeighborWorks prior to your arrival.** You will be asked by the hotel to leave a \$50.00 deposit upon check-in by cash, credit or debit card, which will allow you access to the in-room telephone. This is a one-time charge unless you spend more than your deposit. **All lodging change requests should be made by July 16, 2010 and will be handled on a case-by-case basis. No changes will be made on-site.**
- **NeighborWorks Network Organizations:** Through the use of a training slot, your shared lodging accommodations are covered by NeighborWorks America for the guestroom charge only. Please note your hotel assignment on your event confirmation letter. If you would like to upgrade to a single room, the rate is \$92.00 per night and you or your organization must pay the cost for the full stay at the time of registration or no later than **July 16, 2010**. Whether you are in a shared room or single room, you will be asked by the hotel to leave a \$50.00 deposit upon check-in by cash, credit or debit card, which will allow you access to the in-room telephone. This is a one-time charge unless you spend more than your deposit. If you have exhausted your NTI slots and still plan to attend, you are responsible for your lodging. **"No-show" participants as well as cancellations made within 72 hours of confirmed arrival will be assessed a charge for the first night's hotel stay for the unused room. Early departure fees will also be assessed if you fail to inform NeighborWorks prior to your arrival. All lodging change requests should be made by July 16, 2010 and will be handled on a case-by-case basis. No changes will be made on-site including upgrade and roommate switches.**

Please read your confirmation letter carefully for your hotel assignment. Shared guestroom accommodations are included as part of your training grant. While we cannot guarantee your roommate preference, we make every attempt to match you with your preferred participant. You are required to notify the NeighborWorks Training Institute on-site housing coordinator no later than 12:00 p.m. on the next day if your roommate does not check-in to your shared room so that you can be re-paired with another roommate.

- **Non-NeighborWorks Network Organizations:** You are responsible for making your own lodging arrangements. A number of guestrooms will be available for participants at the Marriott Philadelphia Downtown and Loews Philadelphia, but to guarantee a room, reservations must be made by **July 23, 2010**. Rooms are available on a first-come, first-served basis. Call the hotel directly to make your reservations and mention you are a NeighborWorks Training Institute participant. The rates at both the Marriott and Loews are \$153.00 single/double per night. An additional 15.2% city and occupancy tax will be added. You will be asked by the hotel to leave a \$50.00 deposit upon check-in by cash, credit or debit card, which will allow you access to the in-room telephone. This is a one-time charge unless you spend more than your deposit.

Changes, Cancellation, Refunds and Substitutions: Substitutions can be handled by contacting us at 1-800-438-5547 or e-mailing us at nti@nw.org at least three weeks prior to the NTI. Cancellations will be processed upon notification. The amount of refund or tuition credit is determined by the date of the cancellation notification. Changes must be submitted three weeks prior to the start date of the event. Please refer to the complete "NeighborWorks Training Institute Policies and Procedures" as the policy differs for participants from NeighborWorks Network Organizations and Non-NeighborWorks Network Organization. Requests for course changes will be accommodated subject to availability. Up to three weeks prior to the NTI call 1-800-438-5547 to request changes. During the NTI, check the Course Availability Board and make changes at the on-site registration area.

Services Provided

For questions regarding services provided by our hotels (business center, gym, etc.), please refer to the hotel's website listed on the previous page.

Institute Office: Specific room locations will be provided in your registration folder. Staff is available on Sunday (3:00 p.m. - 6:00 p.m.), Monday – Thursday (7:00 a.m. - 5:00 p.m.), and Friday (7:00 a.m. – 4:00 p.m.). After hours, you can reach NTI staff by calling the hotel operator and asking for the "NeighborWorks Manager on Duty."

Afternoon Workshops: Free afternoon workshops are offered on Monday and Tuesday from 4:30 p.m. to 6:00 p.m. Information will be provided in your onsite registration packet.

CyberCafé: You can check your e-mail during course days at the CyberCafé. Location and hours of operation will be provided in your onsite registration packet.

Institute Store: T-shirts, tote bags, and books are available throughout the week at the Institute Store, located in the onsite registration area.

Meals: Meals are at your own expense. A light continental breakfast and afternoon beverage break will be provided. Additionally, light hors d'oeuvres will be served at the Networking Reception on Wednesday.

Messages: There will be a message board near the registration area where you can leave messages for other participants.

**NTI SPECIAL EVENTS ON AUGUST 18
AT THE PHILADELPHIA MARRIOTT
DOWNTOWN**

**AH910 Symposium
A New Era in Affordable Housing: Investing
for Impact in Sustainable Communities**

8:30 a.m. – 4:00 p.m.
Lunch included*

Networking Reception

5:30 p.m. – 7:00 p.m.
Open to all participants
No ticket required

*Luncheon is part of the symposium
registration for this course. Ticket required.

Per TSA's Secure Flight guidelines, you must provide your travel arranger with your legal name (exactly as it appears on your government-issued photo identification), date of birth, gender and redress number (if applicable). For more information, visit www.tsa.gov.

Transportation Information for this Institute

Parking at Institute Locations:

- Philadelphia Marriott Downtown – Valet Parking is \$43.20 per day with in and out privileges
- Loews Philadelphia Hotel – Valet Parking is 38.00 overnight with in and out privileges
- Pennsylvania Convention Center – no parking available at the Convention Center; however there are several parking lots close to the venue and prices vary.

Taxi Service:

For specific information on taxi companies, please visit www.philadelphiausa.travel

Shuttle Service:

There is shuttle service information in baggage claim. For more information on pricing and availability, please visit www.philadelphiausa.travel

Philadelphia Airport Rail:

Before going down to baggage claim follow the signs for the Philadelphia Airport Rail past the security gates. The train picks up at all terminals and runs continuous loop every 30 minutes 24 hours a day. You can purchase passes with cash or credit card at the airport. The cost per ride is \$7.25 per person. For more info on routes, fares and schedules please visit www.septa.org

Important Dates to Remember

Travel Arrangements must be made by: July 16, 2010

Hotel Changes must be made by: July 16, 2010

Substitutions/Cancellations and Replacements: July 26, 2010