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| 1. **NAME** of the resource / tool
 | **Travel Bus Logistics** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This is a tool to share travel itineraries with conference participants. It identifies departures, arrivals, and stops in between. It also provides contact information of those who can assist or are leading the group(s). |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | First 5 LA staff with input from CSSP Capacity Builders. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. All participants and support staff receive a copy of the itinerary, so they know what to expect and have exact dates, times, and locations of where they need to be while they are traveling.
2. This can be used as a template and adapted for other events, as needed.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Attending conferences is a good way to build knowledge and get information, but it requires a lot of travel coordination with vendors and participants to ensure everyone has correct information about where they need to go. |

**Arrival Day 6/22/17**

**Taxi to Bus Station**

1. One bus will pick up in Palmdale-Location TBD at 5:30 am
2. Second bus will pick up in First 5 LA 750 N. Alameda St., Los Angeles CA 90012 at 5:30 am

The bus is scheduled to make two stops: one so passengers can get breakfast-to-go and another to refuel and offer a restroom break.

The buses are equipped with a restroom, should anyone need it between stops.

Bus will drop passengers off at the Serrano Hotel Serrano Hotel 405 Taylor St, San Francisco, CA 94102 (Union Square District), where they will be staying.

**Hotel Stay:**

Room reservations are under participants names, PSC’s will share a list of room assignments prior to arrival along with an itinerary.

Check in is at 4pm- Hotel has agreed to store belongings while participants attend conference.

Upon arrival everyone can do a pre-check in and receive their meal vouchers to be able to have lunch.

All rooms reserved will require a $200 deposit for incidentals on a debit or credit card. You will not be issued a room without it.

**Conference Information**

2017 Family and Community Engagement Conference

Registration is under your name and email address on file. If phone number and/or address is required please use 213-482-7526 or 750 N Alameda Street, Los Angeles, CA 90012.

Conference Starts at 2:00pm Thursday 6/22/17 and ends Saturday 6/24/17 at 12:00pm

For information regarding agenda and workshops go to <http://iel.org/fce>. Click on FCE button located on middle of webpage to access the conference website.

If you need help during the conference please contact your Team Leader or a Capacity Builder at the following numbers:

|  |  |
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| Araceli Simeon– xxxxxxxxxxxCorina Espinoza – xxxxxxxxxxx | Kris Hampton – xxxxxxxxxxxxxSilvia Elkins– xxxxxxxxxxxxxx |

**Return 6/24/17**

**Check out is 12 pm at Hotel Serrano**. Participants are encouraged to check out prior to attending the conference and can store their belongings with the hotel. You will return to the hotel for lunch and bus pick-up,

**Ground Transportation**

Bus will pick everyone up from Hotel Serrano. Please make sure to get on the correct bus.

**Ground Transportation:**

F5LA will provide transportation back home from the bus stop. Please connect with your Community’s PSC to confirm these arrangements are made.

In the event of a transportation emergency please contact:

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| Joaquin Macias  |  | xxx-xxx-xxxx |
| Joaquin Calderon |  | xxx-xxx-xxxx |
| Raymond Almonte | Transportation | xxx-xxx-xxxx |
| Celina Rivas | Transportation | xxx-xxx-xxxx |

**Meals: Food ticket vouchers will be provided by the hotel upon check-in**

**June 22nd:**

Breakfast – on your own

Lunch will be provided by the hotel

Dinner will be provided by the hotel

**June 23rd:**

Breakfast will be provided by the hotel

Lunch will be provided at the conference

Dinner will be provided by the hotel

**June 24th:**

Breakfast will be provided by the conference

Lunch will be provided at the hotel

Dinner – on your own