

Instructions to the Traveler

Program Title: Defining Excellence in Chaplaincy in the 21st Century

Hotel Information: The Crowne Plaza Hampton Marina
700 Settlers Landing Road
Hampton, Virginia 23669
www.hamptonmarinahotel.com

Hotel Main Phone: 757-727-9700
Reservations Telephone: 800-233-9527 (toll free) **ASK FOR ROOM BLOCK: VAM**

Online reservations: www.crowneplaza.com/hamptonva

Reservation Deadline: **Sunday, April 10, 2011**

Arrival/Departure Dates: Arrival date: Monday, May 2, 2011 (The VA Field Leadership Council and MCA Executive Committee will be arriving on Sunday, May 1, 2011)

Departure: Friday, May 6, 2011

Check in/Checkout: Check-in: 4:00 p.m. Checkout: 11:00 a.m.

Per Diem Rate: Lodging: \$77.00 Meals & Incidentals: \$46.00 (\$34.50 on travel days)
Lodging rate is subject to the prevailing room tax of 13%. Taxes are subject to change.

Deposit Information: To guarantee your reservation, a credit card is required. Your credit card may be charged at the time of reservation.

Cancellation Policy: You must cancel at least **72 hours** prior to check-in. Any reservation not cancelled within the 72 hours will be charged for the initial night's stay. The hotel must be notified of early departures **24 hours** in advance. Failure to notify the hotel will result in payment of one night and a \$50.00 departure fee.

Registration: Monday, May 2, 2011 1:00 p.m. - 4:00 p.m.
Tuesday, May 3, 2011 8:00 a.m.- 10:00 a.m.

Program Begins: Monday, May 2, 2011 Welcome Reception 4:00 p.m. – 5: 30 p.m.
Tuesday, May 3, 2011 8:00 a.m.

Program Ends: Thursday, May 5, 2011 10:00 p.m.

- Travel Information:**
1. You will need to make your own hotel reservations.
 2. Please follow your facility's instructions for obtaining your travel authority and any advance of funds.
 3. ***Please allow at least 2 hours between your departure from the conference and your flight time (3 hours is advised if you are leaving from Norfolk).***
 4. Travel costs will be covered by the employee's station

Airport info: Hampton is serviced by Newport News/Williamsburg International Airport and Norfolk International Airport. You will need to use the airport that is more economical to your station.

Dress Code: **Daily attire is business casual.** For the Thursday evening banquet, please wear business, clericals, or military service dress. You may wish to bring a jacket or sweater since Virginia weather is unpredictable.

Ground Transportation: The Newport News airport does not have any shuttle service, but does have taxi service. The Norfolk airport is serviced by Airport Connection Shuttle and can be called to reserve a space at (866)823-4626 (toll free). They are located outside the baggage pick-up area.

Parking: Self-parking at the hotel is complimentary for conference guests.

Contacts: **Laurie Shaw**
National Chaplain Center
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