

Commission Event Fact Sheet

Event

Academy Information and Planning Workshop. May 21–22, 2007.

Begins: 12:00 p.m. Monday, May 21, 2007 (lunch available from 11:30 a.m. – 1:00 p.m.)
Ends: 12:00 p.m. Tuesday, May 22, 2007

This workshop is designed for one or two participants to attend from institutions that have been accepted into the 2006-2007 Academy for Assessment of Student Learning. This workshop provides participants with:

- ◆ An in-depth view of the Academy, how it works, and the optional extras (hot-topic workshops, on-site experiences, publications showcasing Academy institutions, Annual Meeting Showcases, on-site consultation, institutional coaching, etc.).
- ◆ The opportunity to map out goals, a timeline, approach, events, and a plan for the institution across all four years of the Academy.
- ◆ A chance to meet many of the mentors and facilitators who will be serving institutions throughout the Academy.
- ◆ Time for one-to-one discussions with Commission staff on your plan.

Location

This event will be held at the **Marriott Hickory Ridge (MHR) Conference Hotel** in Lisle, Illinois, a suburb of Chicago. MHR is designed to support a learning environment. It offers great meeting space, wonderful food, beautiful grounds, and a variety of health and fitness options. See page two regarding transportation and directions. Visit their Web site for more information: www.conferencecenters.com/chihhr.

Complimentary parking is available on-site. MHR charges a fee for Internet access in their business center; however, free wireless access is available in the lobby. (The Commission has a small room available with free Internet hookups, but we **do not** provide computers.)

Marriott Worldwide is now smoke-free. Smoking is not permitted anywhere inside the hotel, including guest rooms. If you would like information on alternative accommodations, please contact Marisol Gomez, The Higher Learning Commission, at mgomez@hlcommission.org or (312) 263-0456 / (800) 621-7440, ext. 115.

Event Registration

All workshop participants must register using the registration form provided.

Fees: **Overnight rate – \$230** (does not include sleeping room or meals—*See Overnight Guests below*)

Commuter rate – \$346 (includes meals as specified below)

Cancellation/Change Policy: Registration fees cannot be refunded but may be transferred to another individual. Additional team members may be added if space is available, but the institutional team cannot exceed two members. Please submit a written request to transfer registration fees or add team members to mgomez@hlcommission.org by May 7, 2007.

Overnight Guests - Hotel Reservations / Meals

NOTE NEW FORMAT: The registration fee for overnight guests includes workshop participation and materials, but **does not include** a sleeping room or meals. **Overnight guests will pay the Marriott Hickory Ridge directly for room and meal charges.** The sleeping room rate includes: overnight accommodations, three buffet meals each day in the main dining room (specified below), am/pm break service, and use of the fitness center.

Participants must call the Marriott Hickory Ridge directly to reserve a sleeping room.

Phone number:	1-800-334-0344
Sleeping room rate:	Single (one bed): \$145.55; Double (two beds): \$220.10. (Rates do not include applicable taxes)
Convention code:	Please specify the group code for this meeting—ADP
Cut-off date:	Sleeping room reservations must be made by May 7, 2007.
Meals included in sleeping room rate:	Meals for this event begin with lunch on May 21 and end with breakfast on May 22. Those who choose to eat in the dining room prior to and/or following the event will be charged for those meals directly by the hotel.

Attention Marriott Rewards Members: Have your account number ready to earn credit for your stay.

Check-in begins at 3:00 p.m. and checkout is at 12:00 p.m.

Commuters - Meals

The registration fee for commuters, **which is paid directly to the Commission**, includes workshop participation, materials, breaks, and specified meals below. Those who choose to eat in the dining room prior to and/or following the event will be charged for those meals directly by the hotel.

Meals included: Meals begin with lunch on May 21 and end with breakfast on May 22.

Transportation

Additional information regarding transportation can be found on the MHR Web site at <www.conferencecenters.com/chihr>.

Airports. MHR is served by **O'Hare International** and **Midway Airports**. O'Hare is approximately 20 miles northeast and Midway is approximately 20 miles southeast of Lisle (Lisle is 25 miles west of downtown Chicago).

To save on transportation costs to and from the airports, we suggest investigating the costs for all possible modes of transportation and to share a ride whenever possible.

- **Shuttle Service**

Continental Airport Express provides airport shuttle service. Reservations made at least one day in advance are required for service to the Marriott Hickory Ridge. **From O'Hare**, shuttles depart O'Hare every 10-15 minutes. Airport Express counters are by Door 1E and Door 3E across from baggage claim on the Baggage Claim level; loading zones for boarding are just outside these doors. **From Midway**, shuttles depart every 15 minutes. The Midway Airport Express counter and loading zone for boarding is located at Door 3, lower level across from baggage claim. Cost is approximately \$33.00 per person (\$58.00 round trip) for O'Hare and approximately \$30.00 per person (\$52.00 round trip) for Midway. Continental Airport Express will also arrange exclusive transportation service for groups. Special fares are available for children, pairs, and groups of three or more. Contact them at 888-2THEVAN (888-284-3826) or <www.airportexpress.com> for more information. **Discount coupons for \$2.00 off** are available from the Continental Air Express Web site.

Please note that the shuttles stop at other hotels en route to and from the airports. Also, because of increased airport check-in times, it is recommended that you schedule your return trip to the airport from your hotel at least one day prior to your airline departure.

- **Limousine Service**

Limousine services are available to and from both airports and may be less expensive than taxis. Costs per person are approximately \$30.00–35.00 from O'Hare and \$40.00–45.00 from Midway with lower rates for each additional person (typically for a maximum of eight people). Make advanced reservations at least one day ahead of travel.

Best Limousine. 630-964-7272 for reservations. 800-729-7172 from airports or out of town.

Bill's Limo Dispatch. 630-961-5500 for advanced reservations. 800-851-0200 from airport after advanced reservations.

B & M Limo. 847-741-5562 or 866-894-7092 (toll free) for advanced reservations and from airports.

My Chauffeur Limousine. 630-920-8888 for advanced reservations. 800-244-6200 from airport after advanced reservations.

- **Taxi Cabs**

If you would like to take a cab from the airport to MHR, we recommend calling **American Taxi Service** to arrange a pick-up. (We **do not** recommend using American Cab.) Make advanced reservations at least one day ahead of travel. Estimate \$30.00–35.00 to or from O’Hare or Midway. Contact **American Taxi Service** at (847) 255-9614.

Important Note: Avoid taking curbside taxis as most regular cabs will charge \$100 or more for the trip.

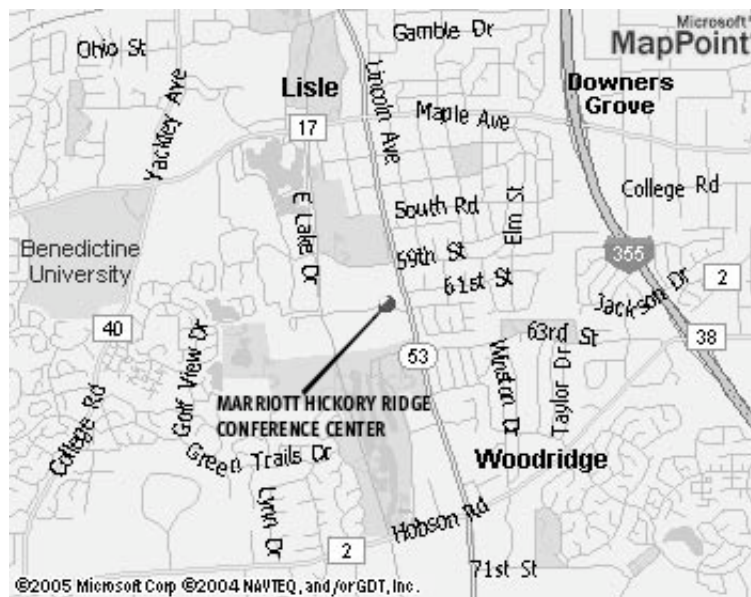
Trains. Metra is the commuter rail system that runs to and from downtown Chicago and its surrounding areas.

- The MHR is served by the **Metra Burlington Northern Santa Fe (BNSF) Railway Line**, with trains leaving from Chicago Union Station (Canal St., between Adams and Jackson Blvd.). The closest stop to MHR is the **Lisle Station**, approximately 2 miles from the hotel. The one-way fare from Chicago Union Station to Lisle is \$3.90. Tickets may be purchased at the station or on the train (Note: A service fee of \$2.00 will be added to the fare for purchasing a ticket on the train if a station sales clerk is on duty at the time of boarding). For other fare information and schedules, contact Metra at (312) 322-6777 or **<www.metrail.com>**.
- MHR offers complimentary shuttle service to and from the train station. Guests can make shuttle reservations by calling the hotel directly at (630) 971-5000. Reservations are given on a first-come/first-served basis. Shuttle service starts at 6:30 a.m. and ends at 10:00 p.m. **Note:** The MHR shuttle is unavailable from 7:30 a.m. – 8:30 a.m. and from 4:30 p.m. – 5:45 p.m.

By Auto.

- **From O’Hare Airport:** Take I-294 South to I-88 West to Route 53 South. Turn right on Summerhill Drive. Follow the signs to the Marriott Hickory Ridge.
- **From Midway Airport:** Take IL 171 heading West. Follow signs to I-55 heading Southwest. Take exit 274 toward IL-83 Kingery Road heading North. Left on 75th, right on IL-53, left on Summerhill Drive. Follow the signs to Marriott Hickory Ridge.
- **From 290:** Head West on I-290 West. Continue onto I-88 West at exit 15A. Bear right onto off-ramp to IL-53. Turn right onto Summerhill Drive. Follow the signs to the Marriott Hickory Ridge.
- **From I-88:** Take the Exit for Route 53 South. Follow Route 53 to the second stoplight past Maple Avenue and turn right onto Summerhill Drive. Follow the signs to the Marriott Hickory Ridge.
- **From I-55:** Take the Exit for Route 53 North. Proceed to the second stoplight past Hobson Road and turn left onto Summerhill Drive. Follow the signs to the Marriott Hickory Ridge.

Note: Due to ongoing road construction, these directions are subject to change. For assistance with directions, call MHR at (630) 971-5000.



Other Tips / Final Notes

- Attire is business casual. Meeting room temperatures will vary and can be cold, so bring a sweater, sweatshirt, or jacket.
- For information on things to do in the area, visit the Marriott Hickory Ridge Conference Hotel Web site for sources of entertainment and ticket information.
- Remember to protect your wallets, purses, and other valuable items throughout your stay, including the hotel restaurants, lounges, and lobbies. NOTE: If you carry a purse, never hang it on the back of a chair or place it on the floor—keep it in your lap. Think through what you plan to bring with you—your valuables will be safer if you leave them at home.
- PLEASE PROVIDE ADEQUATE INFORMATION ABOUT YOUR TRAVEL ARRANGEMENTS WITH ANYONE WHO MIGHT NEED TO REACH YOU DURING YOUR ATTENDANCE AT THIS WORKSHOP.

Questions / Further Information

- For information regarding registration, contact Marisol Gomez, The Higher Learning Commission, at mgomez@hlcommission.org or (312) 263-0456 / (800) 621-7440, ext. 115.
- Questions about hotel reservations should be directed to the Marriott Hickory Ridge Conference Center at (630) 971-500. However, if you experience any problems with the hotel, contact Marisol Gomez, The Higher Learning Commission, at mgomez@hlcommission.org or (312) 263-0456 / (800) 621-7440, ext. 115.
- For other information regarding the workshop, contact Jonathan Keiser, Senior Officer of OASIS, The Higher Learning Commission, at jkeiser@hlcommission.org, or (312) 263-0456 / (800) 621-7440, ext. 128.