

Hotel and travel instructions.

As mentioned, your first action item is to book the hotel and (if its appropriate at this time) your flight. T

1. **Hotel.** We will be meeting at the Hyatt Harborside in Boston, and your hotel costs will be covered there for Wednesday and Thursday nights. If it is critical to your travel plans or additional duties (e.g., sub-committee chairs who will help out together the final program), Friday nights will also be covered.

To reserve:

- Attendees MUST use the link below to get the group rate, to get your room covered and for ACM to know that they belong in our room block.
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=75270
- Once on that page, on the lower right corner select 'General Block' from the 'Who are you?' pulldown menu
- Guests will have to guarantee the room with their own credit card, but it is only used to hold the reservation. ACM will take care of the billing on the back end.

Action item: register for the hotel

2. **Flights.** As mentioned in earlier emails, the conference cannot cover flight costs and other travel expenses except under exceptional circumstances (which has to be arranged in advance with us). The hotel is on the grounds of Logan International Airport, so you should probably fly in and out of that airport.

- **All:** plan to arrive on **Wednesday, December 3**. There will be a reception in the evening for those who arrive on time for it.
- **Associate Chairs.** Your duties will be done by **1:30, Friday December 5**. If you are hard-pressed to schedule good flights you could leave at noon the earliest. If you can stay later, we may ask you to help us put together an initial grouping of the final program.
- **Sub-committee chairs.** Your duties should be done by **6:00 pm, Friday December 5**, likely requiring a Saturday departure. After the ACs leave, your job will be to help us put together the final program. We may be done before 6:00, but your involvement is important as you are the only one who is familiar with the particular papers your committee has handled.

Action item. Book your flight.

3. **Meals.** We will be covering:

- a Wednesday night reception/appetizers for those who are arriving.
- Breakfast, lunch, dinner for all on Thursday.
- Breakfast, lunch for all on Friday

4. **Transport from Logan Airport to Hyatt Harborside Hotel.**

The Hyatt Harborside offers 24-Hour complimentary shuttle service to the hotel. Once you have retrieved your luggage from the Baggage Claim area at the airport (see below for location of Baggage Claim in your terminal), go to Courtesy Phone Bank and choose the Hyatt button, or call the Hyatt directly at 617-568-1234. Your call will be dispatched directly to the hotel operator who will then send the shuttle to your terminal.

- Estimated wait time is 20 minutes. Please go to the shuttle waiting area as soon as you have retrieved your luggage and contacted the hotel.
- Terminals A, B, C and E (International): Baggage Claim area is on the lower level. Go to green column sign outside terminal marked "Courtesy" to wait for shuttle after retrieving luggage from Baggage Claim
- at Terminal C you will need to stand by Island 2 marked "Courtesy"
- at Terminals A & E you will need to stand the last island out, marked "Courtesy" and at Terminal A, the sign is blue, not green