**Team Task and Resource Detail**

**1. Accommodation and Transport Team**

**Tasks:**

1. **Hotel/Accommodation Booking:**
   * Identify and partner with local hotels, hostels, and Airbnb providers.
   * Negotiate discounted rates for attendees.
   * Manage booking confirmations and cancellations.
   * Assign accommodation based on attendee preferences and availability.
2. **Transportation Coordination:**
   * Arrange airport pickups and drop-offs for international and out-of-town guests.
   * Organize shuttle services between venues and accommodations.
   * Provide transportation options for speakers, VIPs, and attendees with special needs.
3. **Information Dissemination:**
   * Create and distribute detailed maps and transportation guides.
   * Develop a FAQ page for transportation and accommodation queries.
   * Set up a help desk at the venue for accommodation and transport-related issues.

**Resources:**

* Partnership agreements with hotels and transport providers.
* Booking management resource (manual/software).
* Volunteer team for transportation coordination.
* Information materials / Signage and direction indicators (venue maps/outline, brochures or flyer).
* Contact list of attendees for communication.