



Travel & Logistics

Booking and Expensing Flights

Please book your flights to **arrive in Chicago** on the late afternoon/evening of Wednesday, August 9th. Plan to work about a half day on Wednesday.

On Friday, 8/11, plan to head to the airport anytime after noon central time.

- Please review the Focused Labs [Travel Guidelines](#) before booking. We will cover the base cost of flights and one checked bag.
- Once your flight is booked, please record your arrival time in the table below.
- [Submit your flight expenses for reimbursement](#). Focused Labs can also pay for your flights directly, for help doing that send an email to help@focusedlabs.io or message @Rachel D'Ascanio on slack!

Hotel Reservations

Your room will be booked for you at [Garden Inn Central Loop](#) hotel. Confirmation numbers will be sent individually a week or two before the trip.

Travel to/from the airport/hotel

You can take the train system from either O'Hare (ORD) or Midway (MDW) airports to get to the hotel. Directions below:

Costs are covered for your room booking, but any extras (room service, for example) will need to be paid separately. **A card will be required to put down for this potential spend.** A deposit may be put onto your card by the hotel but will fall off as long as you do not purchase anything in your room.

● You can take the Orange Line from Midway. You'll get on at the airport and get off at the Quincy stop.

● You can take the Blue Line from O'Hare. You get on at the airport and get off at the Jackson stop.

This will likely be the fastest way to get downtown from either airport.

If you fly in late, you're welcome to Uber/Lyft from ORD/MDW to Garden Inn Central Loop.

Your Name	Flight arrival time & airport	Flight departure time & airport
Rachel	Arriving the day before to prep!	3:45pm - ORD
Michael Steichen	N/A I will very likely be on paternity leave so going to miss out on this one. Will miss you all!	N/A
Brian Macdonald	6:47 - ORD	4:00 - ORD