

East Coast Location: The Bend of Ivy retreat center near Asheville, North Carolina.

**Instructions:** Please review this information prior to booking your travel arrangements. Once you have made your arrangements be sure to complete the online form in the Travel and Logistics section of the Leadership Launch Pad.

### *Travel Planning Information:*

Arrival and Departure Planning: You should plan to arrive at the retreat center on Tuesday morning between 9 and 9:30 AM to get settled in. The retreat will begin promptly at 10 AM. Retreat 1, 2, and 3 end at 3 PM and Retreat 4 at 5 PM on Sunday. All participants are expected to stay the entire time so please make your travel plans accordingly.

If you are Driving: Please download the **driving directions** in the Travel and Logistics section of the Leadership Launch Pad. Please carpool if at all possible. You will receive contact lists approximately two weeks prior to the first retreat so you can arrange carpools at that time.

If you are Flying: Travel time from the Asheville Regional Airport (AVL) is approximately 45 minutes. Most people will want to arrive to Asheville on Monday to be rested before the retreat. Both hotels below provide a shuttle service from Asheville Regional Airport (AVL) to the hotel.

Hotel and Shuttle: For the first retreat only we will provide van transportation from the Hampton Inn & Suites Asheville I-26 and the Marriott Fairfield Inn Asheville Airport to the retreat center on Tuesday morning. **We do need to know in advance if you will be using this service and from which hotel you will be picked up.** You must indicate this on the online form in the Travel and Logistics section of the Leadership Launch Pad. The van will return passengers to the airport on Sunday. Please note that on request the van can also stop at the above hotels, however, additional stops cannot be accommodated.

**Van Service Pick-Up:** If you are not staying at one of these hotels and want to be included in this service, simply arrive at the appropriate hotel lobby with your luggage 10 minutes prior to the designated pick-up time.

**Hampton Inn, 8:00 AM / Fairfield Inn, 8:15 AM**

**Pre-Retreat Lodging:** Special reduced rates are available at these hotels. Ask for the Coaches Training Institute rate discount. You will need a credit/debit card to guarantee your booking at each hotel.

**Hampton Inn & Suites Asheville I-26:** Call 828-687-0806 (CTI rate: \$109 )

**Marriott Fairfield Inn Asheville Airport:** Call 828-684-1144 (CTI rate: \$89 excluding October)