

# Co-active Leadership: Travel Planning - WB



**Please review this entire document prior to booking any of your travel arrangements.**

## Arrival and Departure Travel Planning

Northern California Location: Westerbeke Ranch Retreat Center, Sonoma, California.

**Arrival and Departure Timing** – You should plan to arrive at the retreat center on Tuesday morning between 9 and 9:30 AM to get settled in. All retreats begin promptly at 10:00 AM on the first day and complete at 3:30 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 of your fellow participants approximately three weeks prior to the first retreat so you can arrange carpools at that time.

**If you are Flying** – Travel time is approximately 1 ½ hours from San Francisco Airport (SFO). Most people will want to fly in on Monday to be rested before the retreat.

### Airport Hotels

Special reduced rates are available at the following hotels if you ask for the “Coaches Training Institute corporate rate” when you call. You will need a credit card to guarantee your booking. Airport shuttle is available by request to/from each of these hotels.

San Francisco International Airport (SFO)

- Crowne Plaza, Burlingame Call 1-800-227-6963 Weblink <http://sfocp.com>
- Best Western El Rancho, Millbrae Call 1-650-588-8500 Weblink <http://www.elranchoinn.com>

## Ground Transportation and Lodging

You are responsible for arranging your own ground transportation to and from the retreat center for each of the four retreats.

The following information is provided to help support your planning. You must make reservations in your own name and put any charges on your own credit card. If carpooling, it is recommended that you share costs and plan your transportation to accommodate all passengers luggage.

### Local Transportation Providers

1. Car or Van rental – Enterprise (1-800-rentacar), Hertz (1-800-654-3131), Avis (1-800-831-2847)
2. Van Service – Nationwide Limo (1-650-873-8061); Pure Luxury (1-800-626-5466); Shuttle California (1-707-648-7008)

### Local Lodging Options (for before and/or after retreats)\*

**\*PLEASE NOTE:** the retreat center will not be available to participants the night prior to Retreat 1, day 1.

Westerbeke Ranch Retreat Center <http://www.westranch.com> is available by reservation at rates of \$55.00 per person per night, plus tax, on a space available basis. You can inquire and book directly by calling Westerbeke at 1-707-996-7546. Each person needs to occupy the same bedroom during retreat to ensure there is no additional housekeeping. When meals are being served, the cost per person is: breakfast \$16, lunch \$22, and dinner \$27 plus tax. Alternatively, there are restaurants in Sonoma within driving distance.

**Other Resources:** Websites that may be helpful resources for recreation, transportation, restaurants, shopping, and accommodation are: [www.sonomacounty.com](http://www.sonomacounty.com) ; [www.bestinsonoma.com](http://www.bestinsonoma.com) ; and [www.sonomavalley.com](http://www.sonomavalley.com)