

# Co-active Leadership: Travel Planning - BOI



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

## Arrival and Departure Travel Planning

East Coast Location: Bend of Ivy Retreat Center near Asheville, North Carolina.

**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 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.

### 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.

- Hampton Inn & Suites Asheville 1-26 Call 1-828-687-0806  
Weblink <http://www.hamptoninn.com/en/hp/hotels/index.jhtml?ctyhocn=AVLAPHX>
- Marriott Fairfield Inn Asheville Airport Call 1-828-684-1144  
Weblink <http://www.marriott.com/hotels/travel/avlnc-fairfield-inn-asheville-airport>

## 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 – Diamond Executive Car Transport ( 1-828-281-8139)

### Local Lodging options:\*

Bend of Ivy Lodge is available by reservation at rates of \$62 per person per night. Please book directly by calling Bend of Ivy at 828-645-0505. Each person needs to occupy the same bedroom during retreat to ensure no additional housekeeping. Group meals may be booked separately with Dava of Blessed to Cook 828-768-7208 and costs would depend on numbers and type of food requested. Alternatively, there are plenty of nearby restaurants or you can bring your own food as long as the kitchen is left clean.

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

**Other Resources:** For recreation, transportation, restaurants, shopping, accommodation options in the area - <http://www.exploreasheville.com>