



Instructions

Please review this information prior to booking your travel arrangements.

Travel Planning

Northern California Location: Sequoia Retreat Center near Santa Cruz, California.

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. 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 San Jose Airport (SJC) is approximately 1 hour and from the San Francisco Airport (SFO) approximately 1 1/2 hours. Most people will need 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 Jose International Airport (SJC)

- Clarion Hotel San Jose Airport Call 1-408-453-5340
Weblink <http://www.clarionsj.com>
- Holiday Inn Express San Jose Airport Call 1-800-731-9995
Weblink <http://www.hiexpress.com/sjc-airport>

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>

Transportation Planning

In addition to arranging your transportation to and from your retreats, in Retreat 1, 2, and 4, you will be responsible for arranging your own transportation to special off-site events we have planned for you. You will need to make arrangements for vehicles amongst yourselves prior to each retreat. For the Retreat 4 offsite event, you'll need enough cars between you to travel in groups of five.

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 and/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), ABC Transportation (1-800-734-4313), Coastal Express (1-831-464-1969)

Local Lodging Options*

Sequoia Retreat Center <http://www.sequoiaretreatcenter.com> is available by reservation at rates of \$50.00 per person per night. You can inquire and book directly by calling Sequoia at 1-831-336-5060. Each person needs to occupy the same bedroom during retreat to ensure there is no additional housekeeping. Group meals may be booked separately at a cost per person for (continental) breakfast \$12, lunch \$18, and dinner \$26. Alternatively, there are restaurants nearby or you can use the lodge kitchen.

*Please note: the retreat center will not be available to participants the night prior to Retreat 1, day 1.

Other Resources: Some other websites that may be helpful resources for recreation, transportation, restaurants, shopping, and accommodation are:

1. www.santacruz.org
2. www.benlomond.com
3. www.scottsvally.com