

Northern California Location: The Mother Tree retreat center in Sebastopol, California.

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 10 and 10:30 AM to get settled in. The retreat will begin promptly at 11 AM and end at 3 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. We will email 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 San Francisco Airport (SFO) is approximately 2.5 hours. Most people will need to arrive on Monday.

Hotel and Shuttle: For the first retreat only, we will provide van service from the Crowne Plaza in Burlingame, and the Best Western El Rancho in Millbrae to the retreat center on Tuesday morning. Both hotels are located near the SFO. **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 bus will return passengers to the airport on Sunday.

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.

Crowne Plaza - 8:00 AM

El Rancho – 8:15 AM

Pre-Retreat Lodging: Special reduced rates are available at both the following hotels:

Crowne Plaza, Burlingame: Call 1-800-227-6963 (\$109, ask for the Preferred Corporate Rate for the Coaches Training Institute). Weblink <http://www.sfocp.com>

Best Western El Rancho, Milbrae: Call 1-650-588-8500 or call Gail DeAlba directly at 1-650-742-5597. (\$79, ask for the CTI/Co-Active Leadership Program Corporate Rate). You may also email Gail at: gdealba@elranchoinn.com. Weblink <http://www.elranchoinn.com/>

You will need a credit/debit card to guarantee your booking at each hotel.