



COBEC Conference
Hosted by University of Indianapolis
Indianapolis, Indiana
July 17-19, 2014

Travel & Accommodation Arrangements

Greetings registered COBEC Conference participants.

Our July conference is right around the corner and we look forward to welcoming you to Indianapolis, Indiana. Please find attached to this email message the Conference Program. We are excited about welcoming you to our university and our city and we hope you will find the program educationally instructive and enjoyable. We hope the following information may prove helpful to you as you make the necessary arrangements to join us for the conference.

ACCOMMODATIONS

Holiday Inn Express South

If you haven't already done so, please be sure to reserve your room in a local hotel. For your convenience, we're negotiated a special COBEC rate at the Holiday Inn Express South. In order to ensure you receive the special rate, be sure to reserve your room through the Sales Manager (see information below). The university will arrange transportation shuttles between the hotel and conference venue in the lower level of Schwitzer Center on the university campus.

Ms. Donna Lawlis
Sales Manager, Holiday Inn Express South
5151 South East Street
Indianapolis IN 46227

Telephone: 317-783-1511 (ext 460)
Email: dlawlis@genhotels.com

Other Accommodation

The University of Indianapolis is located on the south side of the city, within the beltway and there are a number of options for hotels within a short distance of the university. We recommend the conference hotel for your greater convenience, but two other hotels are also available at a reasonable rate:

Comfort Inn South
5040 S East Street, Indianapolis IN 46227
(317)783-6711

Comfort Inn
3514 South Keystone Avenue
(317)788-3100

If you will be staying at a different hotel, please let us know your accommodation information so that we can try to assist you with transportation to the conference site.

AIRPORT ARRIVAL

Once you have made your flight arrangements, please send your detailed information as soon as possible to Mimi Chase so that we can review all incoming flights and schedule shuttles at appropriate times for our incoming guests:

Mimi Chase
Director, International Division
317-788-2192
chase@uindy.edu

Carey Indiana Chauffeured Transportation Service

If you prefer not to wait for a university shuttle, or one is not available at a time that is convenient for you, we have negotiated a special discounted rate for transportation to the University of Indianapolis or nearby hotels specifically for registered COBEC Conference guests with this transportation company. This service is available 24 hours.

Upon arrival, please collect your luggage in the appropriate baggage claim area and follow signs for the "Ground Transportation Center." You will need to walk outside and cross the street to enter the glass enclosed Ground Transportation center located at the lower level of the parking garage. Check in with the representative at the counter marked "Carey Indiana" or, if not representative is on duty, use the courtesy phone on the counter. The phone will ring directly to Carey Indiana's reservation center and a vehicle will arrive within 7-16 minutes to transport you to your destination. To facilitate this process, we have created separate instruction(s) below which you can carry with you and give to your Carey Indiana representative. Please note this discounted rate is only available for guests who have registered for the COBEC Conference. If you are not a registered guest, standard rates will apply.

Taxi Service

Taxi service is available 24 hours at the curb on the lower level of the Indianapolis International Airport Terminal just outside Baggage Claim. There is a \$15 minimum charge for all fares from the airport, regardless of distance. Please consult your driver for rates. Fares may not exceed the amount shown on the meter. A gratuity (tip) is expected for good service. Approximate fares run between US \$50 - \$60. This option may prove equally economical to the discounted Carey Indiana rate if several travelers are able to share a taxi.

Car Rental

Most major car rental companies operate out of Indianapolis International Airport. However, you will want to contact them in advance to make certain they are open and have a vehicle available for your arrival. Please use the link below to get contact information for car rental companies:

http://www.indianapolisairport.com/parking_transportation/rentalcar.aspx



CAREY INDIANA TRANSPORTATION INSTRUCTIONS
For COBEC Conference Registrants

We recommend you print this document to provide if required.

Dear Carey Indiana Representative:

The University of Indianapolis is hosting a conference which will bring guests to Indianapolis from many locations. We have negotiated with Carey Indiana a special discounted rate of US \$25 for transportation from the Indianapolis International Airport to the University of Indianapolis or to hotels near the university campus for all guests listed as registrants for this conference. A full registration listing was provided in advance to Carey Indiana and the name of the person presenting this letter to you will appear on that listing.

The Conference location is:

***University of Indianapolis
Schwitzer Center, Lower Level
1400 E Hanna Avenue
Indianapolis, IN 46143***

The Conference Hotel is:

***Holiday Inn Express
5151 S East Street
Indianapolis IN 46227***

In the case of any questions, concerns or in the case of an emergency, please contact:

Mimi Chase
Director, International Division
University of Indianapolis
chase@uindy.edu
Office: 317-788-2192
Cell: 317-833-8717.