



We can't wait for the **2010 ISE Teacher Workshop!**

Here's everything
you need to know!

Greetings! We are very happy that you will be joining us for our annual ISE Teacher Workshop, an experience that will make a big difference in your program abroad! The following pages provide all of the information you need to prepare for the weekend. Please read through them thoroughly!

INCLUDED in this document:

- What to bring
- Transportation Information
- Hotel Information

CHECKLIST OF ITEMS FOR YOU TO BRING:

- Your **ISE Leader Handbook** (we will have them at the workshop if you don't have one!)
- Your program itinerary and group list
- Travel guidebooks, maps and any other materials for your planning session
- Paper and pen to take notes; **laptop** if you like (There is wireless internet. The cost is \$10.95 per day for 24 hours. You can use a credit card to purchase it or bill to your room. You may not get good reception or may not be able to pick up the signal in the ballroom. Anywhere else it should be fine.)
- . . . and most importantly, lots of enthusiasm!

PLEASE DO NOT BRING PAYMENTS OR LATE MATERIALS TO HAND IN!

We ask you to MAIL them to us instead.

We look forward to seeing you! When you pre-register on Friday night or register Saturday morning you will receive a folder containing information you'll use during the Workshop. Come eager to learn, ready to share and this very busy weekend will be a great success!

If you need to reach us **during the workshop weekend**, please call:

612-483-9606 (Tanya's cell phone)

612-227-0826 (Katharina's cell phone)

Transportation Information

Airport to Hotel: The Embassy Suites has a free shuttle. It is BLACK with lettering identifying it as **Embassy Suites Bloomington**. Follow the signs at the airport to the hotel shuttle area. You will need to phone the hotel for pick up; they will have the shuttle running continuously during your arrival times, but they do need a phone call to verify your arrival at the airport. The hotel courtesy phone is located on the Hotel Phone Board on the baggage claim level. The shuttle should depart every 20 to 30 minutes, but this could vary at high peak times. Your patience is appreciated. The hotel is about a 12-minute ride away. Many of you will be wondering if Dennis Meredith will be providing his exceptional chauffeur services again this year. He will not be able to provide this service as he will be enjoying himself in Florida! I am arranging extra shuttle service from the hotel to make up for it. I will be providing your flight information to the hotel in advance so they can plan appropriately.

Hotel to Airport: For the return to the airport on Sunday, **you must make shuttle bus arrangements at the hotel desk Saturday night. If you made arrangements to leave on a different day, arrange the shuttle the night before you leave.** Be at the airport at least one full hour before your departure.

Hotel Information

The Teacher Workshop and ISE hotel guests will be staying at:

The Embassy Suites Hotel – Bloomington
2800 American Blvd. West (a.k.a. 80th Street.)
Bloomington, MN 55431 Phone 952-884-4811

(Please note address! There are two Embassy Suites Hotels in Bloomington! This is NOT the airport one! This one is south of 494 between France Avenue and Penn Avenue at the address noted above.)

- Facilities:** The suite rooms are spacious and amenities include indoor pool, sauna and whirlpool (if you have time!). They also have a fitness facility and business center. The hotel has a complimentary **shuttle service** to/from the Mall of America and the airport.
- Rooming:** Your reservation at the Embassy Suites Hotel was made according to your request. Every effort was made to keep co-leaders together and/or same-language teachers together. You will be provided with your roommate(s) name(s) as soon as we can provide that information. Your actual room number will be assigned upon check-in.
- Check-in:** Each person must check in. One person from each room (usually the first to check in) will be asked to provide a credit card to cover any **extra** charges you incur (room service, movies, phone calls, etc.). All such charges need to be paid at check-out time.
- Breakfast:** Breakfast is included at the hotel for hotel guests. The breakfast buffet opens at 7:30 AM. Teacher Workshop participants who are not staying in the hotel can purchase breakfast tickets for \$12.00 per person.