



**We can't wait for the
2012 ISE Teacher
Workshop!**

Here's some information to help you prepare for the workshop:

INCLUDED in this document:

- What to bring and what not to bring to the workshop
- Airport to/from hotel transportation information
- Hotel address and other 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!)
- 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 \$4.95 per day for 24 hours. You can use a credit card to purchase it at the hotel desk.)
- Casual, comfortable clothing is appropriate and encouraged.
- . . . 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 register at the ISE table in the hotel lobby on Friday night or 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!

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 may need to **phone the hotel directly at 952-884-4811 for shuttle pick-up.** They will have the shuttle running continuously during your arrival times, but they would like a phone call to verify your arrival at the airport. 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. We are arranging extra shuttle service from the hotel to provide the best and fastest pick up possible. 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.** We recommend that you be at the airport 90 – 120 minutes 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, internet access, 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 is from 6:30 – 9:30 AM Mon-Friday, 7:30 – 10:30 AM Saturday & on Sunday. Teacher Workshop participants who are not staying in the hotel can purchase breakfast tickets for \$12.00 per person.