



National Volunteer Development Weekend  
Friday, June 23– Sunday, June 25, 2017

## Travel Information for Advisory Board Supervisors and Recruitment Supervisors

Hotel Information:  
Hyatt Regency DFW  
2334 North International Parkway  
Dallas, TX 75261  
972-453-1234

<http://dfwairport.hyatt.com/en/hotel/home.html>

The cost of ABS and RS travel is to be covered by the collegiate chapter you supervise. Please work with the chapter for reimbursement of your flight/driving expense. You make travel arrangements how you normally would (Expedia, Travelocity, etc.), and submit reimbursement from the chapter. You may also work with the chapter president in using the chapter's Billhighway card to purchase flights or other travel arrangements.

**At the conclusion of the event, you may submit travel expenses to the chapter (parking fees at your departing airport, meals while traveling, etc.)**

### Driving Information

For those members driving, there is complimentary parking at the hotel. When driving to the airport, please use Dallas/Fort Worth Airport as the destination if using an online location service, such as Google Maps or MapQuest, to find directions.

Once inside the airport, please drive to Terminal C and look for signs for the hotel. Proceed to self-parking and take a ticket. Once at the hotel, the parking ticket can be validated at the bell stand for when you depart the hotel.

### Air travel

If flying, please book your flight into the Dallas/Fort Worth International Airport (DFW) to land by 4:00 p.m. on Friday, June 23. Return flights should be made no earlier than

3:00 p.m. on Sunday, June 25, and recruitment supervisors should plan to leave at 5:00 p.m. There is complimentary shuttle service to and from Hyatt Regency DFW.

As the conference hotel is located within the Dallas/Fort Worth International Airport, the recommended airport is DFW. The hotel is located adjacent to Terminal C. If you choose to book a flight in and out of the Dallas Love Field Airport, you will be responsible for any shuttle fees to and from the hotel.

### **Ground Transportation**

Complimentary ground transportation is available for those flying in and out of DFW to and from the hotel. You may contact the hotel to request a shuttle in the following ways: by courtesy phones located in baggage claim or by calling 972-615-6733. In addition, there is a text only number that can be used, 469-502-8261. Please call or text and provide the following information: your full name, terminal, gate number, and number of people in your party. Hyatt vans are either blue with white letters, or purple with white letters. These shuttles will be accessible on the terminal's lower level.

To expedite your shuttle pick up to the hotel, and if you only have carry-on luggage, please use the DFW Sky Link to Terminal C and then call the hotel at 972-453-1234 for pick up. The DFW Sky Link tram is accessible inside security check- points only. If you have checked luggage, please call the hotel at 972-453-1234 upon arrival for shuttle pick up.

### **Hotel/Sleeping Information:**

All sleeping rooms are double occupancy. A limited amount of single room requests are available, and requests may be made during the registration process. There is a fee of \$135 for the duration of the conference for a single room, if available. Roommate preferences may be included during the registration process.

Please contact Gina Farrar, meeting and events Specialist, at [gfarrar@sigmakappa.org](mailto:gfarrar@sigmakappa.org), or at 317-381-5511 for travel and registration questions.