



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

### Travel Information for National Officers

Hotel Information:

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

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

Sigma Kappa will pay for all travel for national officers, as well as meals and hotel rooms at the National Volunteer Development Weekend.

#### **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.

Please plan to arrive at the hotel by 4:00 p.m, and leave after 12:30 p.m. on Sunday.

#### **Air travel:**

For those planning to fly to NVDW, please book a flight through Canyon Creek Travel by clicking [here](#). You must have an active account with the travel agency to book a flight. If you don't have an account or are unsure of your log in information, please contact Gina Farrar, meeting and events specialist at [gfarrar@sigmakappa.org](mailto:gfarrar@sigmakappa.org), or at 317-381-5511.

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.

If you wish to book your travel with a personal credit card and request reimbursement, please submit your Claim for Reimbursement to your volunteer supervisor by June 30. All flights over \$400 need to be approved prior to booking by your national council supervisor.

All travel for the National Volunteer Development Weekend must be booked by May 31.

Please plan to arrive at the hotel by 4:00 p.m, and leave after 3:00 p.m. on Sunday. If you serve Sigma Kappa in a director-level role, please consider arriving in time for a 4:00 p.m. reception.

### **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.

Please refer to the [Sigma Kappa Travel Policy & Procedure](#) for specifics on travel policies and procedures, including reimbursement forms for meals and mileage (when applicable) when traveling on behalf of Sigma Kappa.

### **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.