

Details of Your Supervisor Orientation

You have been invited to the VISTA Supervisor Orientation (SO) in **Olive Branch, Mississippi** to be held **July 21-24, 2009**. We are in the process of arranging your travel to the event, and you will receive your itinerary from AFYA, Inc., the travel logistics provider for the orientation. We are also arranging for your meals, coffee breaks, and lodging during the SO. In regard to your lodging, all rooms will be single occupancy. While you are traveling, VISTA will further cover the costs of meals and incidental expenses at a rate set by the federal government. When traveling to the airport, train station, or if you are driving to the orientation, please note the round-trip mileage for reimbursement. If you are parking and leaving your car at an airport or train station, please note the daily rate since you will not have a receipt to turn in at the SO. Please bring your parking lot ticket for verification. Save all receipts for taxis or other transportation costs.

VENUE AND AGENDA:

Dates: July 21-24, 2009

Hotel: Whispering Woods Hotel and Conference Center
11200 East Goodman Road
Olive Branch, MS 38654
(662) 895-2941

Registration for the Supervisor Orientation is scheduled from 2:30 to 6:00 p.m. on Tuesday, July 21 2009. Dinner begins at 5:30 p.m. that evening, followed by the opening session which begins at 6:45 p.m. The SO will end at 1:00 p.m. on Friday, July 24, 2009. A more detailed agenda is available in the Welcome Packet tutorial on the "Supervisor Essentials" section of the VISTA Campus (vista-campus.org).

TRAVEL DETAILS:

You will receive an airline e-ticket or train ticket to attend this event, if you are not traveling by car. If you have not received your itinerary one week prior to the event, please call AFYA, Inc. at 800-893-6353. If you have questions about or changes to be made to your itinerary, you will need to call your CNCS state office (list include in this packet).

For those of you who are flying:

Please review your travel itinerary and make sure that you are arriving at the Memphis International Airport no later than 3:00 p.m. on Tuesday, July 21. Also, make sure that your departure is no earlier than 3:00 p.m. on Friday, July 24.

If you experience flight-related difficulties while en route to or on your return from the SO (e.g., flight cancellations, missed connections, weather delays), please contact please call 800-893-6353 and listen to the full set of options until you receive the prompt to identify the training event you are going to attend. You will be forwarded to the event coordinator. If you do not reach someone, leave a message and you will receive a return call within 30 minutes.

Note about a charge for additional baggage: Some commercial carriers are charging for all checked-in luggage. Charges could be more than \$25.00 for the first bag, though you may want to call the airline to confirm the costs.

VISTA will reimburse you for the charges for the first (one) checked-in bag, but we ask that you be prepared to cover those charges when checking-in at the airport. Please request a receipt. Reimbursement will arrive several weeks after SO.

Details of Your Supervisor Orientation (cont.)

Ground Transportation from Airport

The Whispering Woods Conference Center has a complimentary airport shuttle available to take you to and from Memphis International Airport between 7:00 am to 10:30 pm daily. They will have a list of arrival times. If you are unable to locate a shuttle, please call the hotel front desk at (866) 851-0393.

For those of you who are driving:

Please plan to arrive at the hotel no later than 4:00 p.m. on the first day of the orientation. Your travel is reimbursed using Rand McNally road guide.

I-40 Westbound from Nashville - Go West to I-240. Take I-240 South to 385 East/Bill Morris Parkway. Exit Hacks Cross Road south; continue for 4.5 miles. Whispering Woods is on left.

I-40 Eastbound from Arkansas - Go East to I-240. Take I-240 towards Jackson, MS; continue on I-240 towards Nashville (not I-55 South) to 385 East/Bill Morris Parkway. Exit Hacks Cross Road south; continue for 4.5 miles. Whispering Woods is on left.

I-55 Southbound from Arkansas - Go South to I-240 East towards Nashville to 385 East/Bill Morris Parkway. Exit Hacks Cross Road south; continue for 4.5 miles. Whispering Woods is on left.

I-55 Northbound from Jackson, Mississippi - Exit State Highway 302 East/Goodman Road; continue East for 14 miles. At Hacks Cross Road intersection, turn left. At second light, turn right. Whispering Woods is straight ahead.

For those taking the train:

The closest Amtrak station to the training site is in Memphis, Tennessee (545 S. Main St. Memphis, TN 38103). The shuttle does not service the train station. You will need to take a taxi from the station to Whispering Woods Conference center. Be sure to get a receipt so you can submit it for reimbursement at the training.

Regardless of your mode of transportation, **PLEASE REMEMBER TO SAVE ALL RECEIPTS** (including toll receipts).

Final reminder: Although most of your needs and expenses are covered by VISTA, be sure to bring extra cash or a credit card to pay for incidental costs or personal items you may choose to purchase. The hotel will require a credit card imprint or a cash deposit to cover incidental costs.

We look forward to meeting you and wish you safe travels!