



## **2006 FORUM ON EXCELLENCE IN MINISTRY - EVENT LOGISTICS**

### **EVENT SCHEDULE**

Please plan to arrive at University Place on Wednesday, May 3<sup>rd</sup>, in time for event registration from 3:00 to 4:00 pm. The Forum will conclude on Friday, May 5<sup>th</sup>, with lunch served at 12:30 pm.

### **MEETING FACILITIES AND OVERNIGHT ACCOMMODATIONS**

Overnight guests will be staying at University Place Conference Center and Hotel, Indianapolis. All meetings and meals will also take place at University Place. Each overnight guest will be provided a private room. Hotel reservations have been made for check-in on May 3<sup>rd</sup> and check-out on May 5<sup>th</sup>. If you are an overnight guest and plan to arrive earlier than May 3<sup>rd</sup> or depart later than May 5<sup>th</sup>, please indicate this on the information sheet. We will gladly talk to you about alternative arrangements if you need an extended stay. Check-in time is 4:00 pm. Guests arriving early will be accommodated as rooms become available, and the front desk will check and store baggage if you arrive early. Check-out time is 11:00 am. For further information about the meeting site and guest accommodations, please visit <http://www.universityplace.iupui.edu>.

### **TRAVEL ARRANGEMENTS**

If you choose to drive to the meeting, parking is available below the conference center in an underground garage. Parking tags will be available for you at check-in upon arrival. Driving directions and a map will be provided at a later date.

If you choose to fly, please make flight arrangements through AAA Carolinas Travel, Raleigh, NC. Contact them by phone at 800-274-0543, Monday through Friday, 8:00 am to 5:30 pm Eastern Time. Identify yourself as attending the Pulpit & Pew Forum, May 3<sup>rd</sup> to 5<sup>th</sup>. You may also e-mail AAA at [crhamblet@mailaaa.com](mailto:crhamblet@mailaaa.com), citing Pulpit & Pew Forum, May 3<sup>rd</sup> to 5<sup>th</sup>, in your message.

### **TRAVEL REIMBURSEMENT**

Due to the generous support of the Lilly Endowment, Inc., Duke Divinity School will cover all travel expenses. If you will be driving, you will be reimbursed for mileage up to the amount equivalent to an economy airfare. If you will be flying, please make arrangements through AAA Carolinas Travel, Raleigh, NC, and your airline ticket will be charged directly to Pulpit & Pew.

### **GROUND TRANSPORTATION**

Shuttle transportation will be provided between the Indianapolis airport and University Place by Carey Indiana transportation services. Guests can meet at the Carey Indiana ground transportation booth. Specific pick-up times will be determined based on your travel itinerary.

### **FURTHER INFORMATION**

If you have any additional questions, please contact Pulpit & Pew: The Duke Center for Excellence in Ministry, by phone at 919-660-3423 or by e-mail at [jjames@div.duke.edu](mailto:jjames@div.duke.edu).