



2005 Leadership Clinic Design Workshop Logistics

Cedarbrook Washington Mutual Leadership Center
Sea Tac, WA ~ www.cedarbrookcenter.com
Thursday, September 22 - Sunday, September 25, 2005

Workshop Costs

Each team will receive \$3,500 in travel support. NEEAP will cover the cost of food, lodging, meeting space and equipment up front (costs will be approximately \$800/person). Whatever is left over (depending on your number of team members) can be utilized towards your airfare and other travel expenses.

Example: 3 team members = \$1,100 remaining for travel...4 team members = \$300 remaining for travel.

Cost Breakdown - Lodging, Food, Meeting Space & Equipment = approximately \$800/person

This includes:

- 3 nights lodging in double room (September 22, 23, & 24)
- Meals & breaks from Thursday afternoon through Sunday lunch (except Saturday evening dinner which will be a chance to explore downtown Seattle and dinner on your own)
- Meeting rooms & Equipment

Incidentals (phone calls, room service, etc.) will be the responsibility of the individual.

Any costs over the \$3,500 provided will be the responsibility of individuals and teams attending.

Travel

You will be responsible for arranging and fronting the costs of your travel to/from the workshop. We will supply and collect a Travel Expense Report from each individual at the workshop to reimburse as much of your travel expenditures as we can, given the \$3500 team limit.

Driving In: For directions go to www.cedarbrookcenter.com and click on "How To Find Us"

Flying In: Fly into the Seattle/Tacoma International Airport (SEA). There is a shuttle service provided by Cedarbrook. After collecting your bags, go to Ground Transportation (walk across the two lanes of shuttle traffic to pick up station #3). Find a phone bank along the shuttle waiting area and dial the code for Cedarbrook – there is an alphabetical listing (56 if they haven't changed the number in the past month). It is a short, 5 minute shuttle ride.

PLEASE PLAN FOR YOUR FLIGHT TO ARRIVE NO LATER THAN 2 PM ON THUR, SEPTEMBER 22

Welcome & Orientation begins at 3:30 pm

Check-in time is typically 4:00 pm, however, we are working with the site to accommodate our early arrivals.

Please stay tuned for details.

PLEASE PLAN TO FLY OUT ANYTIME AFTER 3 PM ON SUNDAY, SEPTEMBER 25

Plan to arrive at the Seattle/Tacoma International Airport 1½ to 2 hours prior to your departing flight time.

You will be able to sign up for a shuttle back to the airport while you are staying at Cedarbrook.

Accommodations

You will be asked to supply your credit card at check-in to cover any incidentals (phone calls, room service, etc.) during your stay at Cedarbrook. The cost of your lodging will be covered by NEEAP.

Please contact NEEAP at 715-346-4748 or neeap@uwsp.edu if you have specific needs regarding logistics.





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Weather – Attire

The Leadership Clinic Design Workshop is a casual affair, so please dress comfortably. The weather in Seattle at the end of September is quite mild...in the mid to high 60s during the day and 40s at night.

Cedarbrook is built on 18 acres of natural wetlands and there is a nature path that winds the perimeter of the property.

Other Amenities

Free shuttle – In addition to the free shuttle that runs between the SeaTac Airport and Cedarbrook, there is a free shuttle that runs from Cedarbrook to downtown Seattle. There is a posted schedule and all you have to do is sign up at the front desk.

Fitness Center – The Running Loon Fitness Center offers state-of-the-art fitness equipment including treadmills, ellipticals, stationary bikes, weight machines, and free weights. It is open 24-hours a day with key card access, and comes complete with bottled water and assorted juices, towels, and a locker room with showers.

Sleeping rooms – Each room has iron/ironing board, hair dryer, coffee maker, terry cloth robe, T-1 Internet access, desk/work area with phone, cable TV, queen bed (two queen beds in each double room) with down comforter. Other services that are available include wake-up calls, onsite laundry services and valet dry cleaning, and movie library (to view in parlors of guestroom)

Fun Activities on site – The Lending Library has many volumes that can be checked out at your leisure as well as a pool table and baby grand piano (for those of you who play, there are always singers). There are also indoor games (cards and board games) and outdoor games (volleyball, Frisbee, croquet and badminton) that can be borrowed from the front desk.

Nearby attractions – Cedarbrook has a list of nearby attractions on their website at www.cedarbrookcenter.com under the “Just for Fun” category.

