District Leader Mid-year Training

The information here is for your reference only. As a district governor or lieutenant governor, you must register through the email invitation sent on November 15 from Toastmasters International (**Invitation@signup4.net**). Click on the link in the email to RSVP and book your hotel and air reservations through the online registration tool. If you did not receive this email invitation, please contact Trisha Pollock at **tpollock@toastmasters.org**. Thank you and we look forward to seeing you in January!

Regions 2 and 6

January 16–18, 2014

San Francisco, California

Hotel

Hilton Garden Inn San Francisco/Oakland Bay Bridge
1800 Powell Street
Emeryville, California 94608
Phone: +1 510-658-9300

Check-In: 3 p.m. / Check-Out: 12 p.m.

Cancellations must be made 24 hours prior to arrival or one nights room and tax will be assessed. All late cancellations and no-shows will be charged to your credit card.

Schedule-at-a-Glance

THURSDAY	FRIDAY	SATURDAY	SUNDAY
Travel Day	7 a.m. Breakfast	7 a.m. Breakfast	Departures
	8 a.m. to 5 p.m. District Leader Training	8 a.m. to 5 p.m. District Leader Training	
	6 p.m. Dinner	Evening Departures	

Dress

The attire for District Leader Training is business-casual.
Men: slacks, khakis and golf shirts are acceptable
Ladies: slacks, skirts and dresses are acceptable

Meals

Breakfast and Lunch will be provided on both training days. Dinner will be provided on Friday evening.

Directions/Transportation from Metropolitan Oakland International Airport:

Take 880 North to Oakland. Take 980 East, then 580 West, then 80 East. Exit Powell Street. At bottom of off-ramp turn left (Powell Street). Hotel will be straight ahead at Frontage Road.

Distance from hotel: 12 miles
Drive time: 30 minutes

Taxi: Approx. $35

Directions/Transportation from San Francisco International Airport:

Take 101North, then 80 East and cross Bay Bridge. Take 580 West to 80 East. Exit Powell Street. At bottom of off-ramp, turn left (Powell Street). Hotel will be straight ahead at Frontage Road.

Distance from hotel: 26 miles
Drive time: 30 minutes

Taxi: Approx. $50

Directions from surrounding areas:

From North 80 West to San Francisco. Exit Powell Street. At bottom of ramp, turn left onto Frontage Road. Hotel is on the right side.

From South 880N to Oakland. Take 980E, then 580W, then 80E and exit Powell St. At bottom of ramp turn left onto Frontage Road. Hotel is on right side.

From East 24 West, then 580 West, then 80 East. Exit Powell Street. At bottom of ramp turn left onto Frontage Road. Hotel is on right side.

From West 80 East, cross Bay Bridge. Take 580 West to 80 East, exit at Powell Street. At bottom of ramp, turn left (Powell Street). Hotel will be straight ahead.

Parking

Self-Parking $7.50 per day

Airline Reservations

Toastmasters International will pay for air travel at the lowest round-trip rate when booking through the registration website. If you didn't receive an invitation to register please email tpollock@toastmasters.org.

You must book your tickets no later than 21 days prior to your departure date. Once you submit your air request, Worldview Travel will contact you within 48 hours with an airline itinerary for you to review. Please approve or make changes to your itinerary within 24 hours or the reservation will be forfeited.

Driving

If you drive to the meeting, you will receive mileage reimbursement at $0.565 cents (USD) per mile, not to exceed the amount of the lowest airfare rate. You must provide a supporting document from a source such as MapQuest or Google Maps when submitting your reimbursement form. If you carpool, only the driver will submit an expense reimbursement request.

Reimbursement Procedures:

World Headquarters reimburses travel costs as outlined in Policy 8.3: District Leader Expenses. If you require reimbursement, please complete the District Leader Travel Reimbursement Form, include a copy of your itinerary and receipts or mileage documentation and submit to districts@toastmasters.org within 30 days of the event.

Questions regarding hotel or online registration:

Trisha Pollock
Meeting Planner
tpollock@toastmasters.org
+1 949-858-8255 ext. 297

Questions regarding Travel:

Worldview Travel
toastmasters@worldviewtravel.com
+1 714-619-8840
Hours: 7 a.m. to 5:30 p.m. PST

Questions about reimbursements:

districts@toastmasters.org
+1 949-858-8255 ext. 405