



July 12, 2006

Dear Workshop Participants,

We are getting ready to greet you at the Doubletree Guest Suites Airport in Nashville, July 30-August 4. The Workshop Task Force and I are looking forward to meeting you. It is especially noteworthy that eighteen seasoned professionals are serving as workshop faculty and mentors during the week.

The first session begins at 6:30 p.m., July 30.

To make your stay more pleasurable, we are giving you some more information about the meeting and your visit to the Nashville area.

1. Hotel location – The hotel is at 2424 Atrium Way, within 2 miles of the Nashville International Airport, just off Briley Parkway.
2. The Doubletree telephone number is **(615) 324-3402**.
3. Airport Transportation – The Doubletree provides a complimentary shuttle for transportation to the hotel and to the airport.
4. Hotel Parking—Parking is free. Directions to Hotel for those driving: 1-40 to Briley Parkway (North), exit #7-Elm Hills Pike. Turn left onto Atrium Way. More detail from MapQuest.
5. Workshop Registration on Site—Registration will begin at 4:00 p.m., Sunday, July 30.
6. Workshop adjournment is planned for 11:00 a.m. Friday, August 4.
7. The Nashville weather is HOT in August. A sweater or jacket may add to your comfort in air-conditioned rooms.
8. Attire for Workshop sessions is business casual.
9. Bring appropriate clothing if you wish to use the outdoor pool and fitness facilities.
10. Reservations have been made for you at the hotel according to your directions. Your Doubletree room charges may be paid at departure by a major credit card, check, or cash. Tax will be added to the quoted room rate. (Arrangements have been made for selected participants to have payments made by the Workshop Master Account.)
11. Complimentary wireless internet access is available.
12. Fun Night scheduled: Nashville Nightlife Dinner Theater, Wednesday evening, August 2 (no charge).
13. **Special Food Needs**—If you are allergic to certain foods or require a vegetarian or special diet, please inform Dorothy Mitstifer by July 21.
14. **Reminders**—Bring 2 copies of FCS mission and Vision. Bring materials to tell the story of FCS. Also bring the books on the Required Reading List. **New Request: Please bring organization chart for unit and institution for Mary Pritchard's presentation.**
15. Should an emergency arise and your plans for attendance at the Workshop are canceled, please notify me **by** July 28, thereafter at the Doubletree. Let me know if you have any questions.
16. Note: In recognition of grant support for this Workshop, it is expected that participants will schedule non-Workshop activities before or after the official schedule of events.

We are convinced that the PTL Emerging Administrators Workshop will be a highlight of your professional development. See you soon.

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