



Preparing Rural Students for Success Beyond High School

**Raleigh, North Carolina
Monday, February 15th – Wednesday, February 17th, 2010**

Travel Memo

Thank you for registering for the American Youth Policy Forum (AYPF) trip to rural North Carolina. We are excited to have you join us for what should be an informative and insightful examination of a diverse set of programs in the area. The visit is scheduled for **Monday, February 15 through Wednesday, February 17**. We will begin with a reception at 7:00 p.m. on Monday and be dropped off at Raleigh-Durham International Airport by 5:00 p.m. on Wednesday.

For a more detailed list of speakers, activities, and locations, please consult the AYPF North Carolina Trip Agenda. Both the agenda and this memo can be found, along with useful links to organizations featured on this trip, on the trip website: <http://www.aypf.org/tripreports/2010/tr021510.htm>.

TRAVEL: Please contact **Katie Schwieger** at Diplomat Travel Services to make your travel arrangements. **Please call 1-800-476-2333 x 1200 as soon as possible** if you have not already done so. Diplomat Travel Services will help you find the best means of travel based on your individual travel needs. Diplomat Travel Services will make your reservations on your behalf, and email confirmation and e-Ticket information to you. Please note that we are recommending that you arrive in North Carolina in time for our 7 p.m. reception on Monday evening. We are scheduled to be dropped off by bus at the RDU airport by 5:00 p.m. on Wednesday, so please do not plan to depart North Carolina any earlier than 6:00 p.m. Also, due to new TSA regulations, airlines will need your full name and date of birth exactly as they appear on your government issued photo I.D. In order to avoid any problems, please make sure the travel agents receive the exact information that is on your I.D.

GROUND TRANSPORTATION: The North Raleigh Hilton offers an airport shuttle service. We ask that you please take advantage of this shuttle as opposed to taking a cab. More details can be found on the hotel's website linked below.

HOTEL ACCOMMODATIONS: AYPF will secure hotel accommodations for all field trip participants for the nights of Monday, February 15th and Tuesday, February 16th. The negotiated guest room rate is \$92 per night. AYPF will be responsible for payment of room nights for February 15-16. Individuals wishing to arrive prior to February 15th or to depart after February 17th should let AYPF know as soon as possible. Please note that anyone interested in extending their stay will be responsible for payment beyond the stated two nights. The group will stay at:

Hilton North Raleigh
3415 Wake Forest Road
Raleigh, NC 27609
(919) 872-2323

http://www1.hilton.com/en_US/hi/hotel/RDUNHHF-Hilton-North-Raleigh-Midtown-North-Carolina/index.do

Please note that all incidental charges (Internet use, phone calls, minibar, etc.) will be the participant's responsibility.

INTERNET: Internet is available in all guestrooms at the hotel at a rate of \$10 per 24 hours. Additionally, there is a business center that provides free Internet for the first 15 minutes of use.

WHEN YOU ARRIVE: Please plan to arrive at the hotel by 6:30 p.m. We ask that you please join us in the Dogwood room from 7:00-8:30 p.m. for an Orientation Reception. Light food will be served (pasta bar and vegetables) and participants will get a chance to meet each other and be introduced to the policy issues at the focal point of this trip.

CONTACT: If you have any questions regarding logistics for the trip or have not received any necessary paperwork, please contact Ben Aiken (baiken@aypf.org) Andrea Browning (abrowning@aypf.org). Both can also be reached by phone at (202) 775-9731.

Thank you and we look forward to meeting you in Raleigh!

-The AYPF Staff