

Duffy Travel

Memo

TO: *Indianapolis Attendees*
FROM: *Shirley McClinnis*
PHONE: *800 821-3982*
WEBSITE: *duffytravel.com*
EMAIL: *shirley@duffytravel.com*
RE: *Bridges and Circles Community Building Conference*

The following is the fact sheet for your upcoming meeting.

*****Conference Hotel:** *Sheraton Indianapolis City Center*
31 West Ohio St.
Indianapolis, IN 46204

*****Dates of Meeting:** *Wednesday-Friday, October 6-8, 2010*

Room Rate: *\$139.00 per night*
Room Tax: *Currently 17%*
Airport Transportation: *Taxi Approximately \$30 one way*
Negotiated Self Parking *\$15.00*

*****Check in Time:** *3 p.m. Check out time is: noon*

******To Make Reservations:** *All reservations at the discounted rate for attendees must be made through Duffy Travel at 800 821-3982. You may also visit my website for further information, to contact me, or to reserve your room. We also offer special discounts on airfare and car rentals exclusively for our attendees.*

Directions:

Driving From the East: *Take I-74 West to I-465 South to I-65 North. Proceed on I-65 North to the Market St. Exit. Take Market Street to College Ave and turn right. Proceed to Ohio St and turn left. The hotel is 4 blocks ahead on the left.*

Driving from the North (Chicago): *Take I-65 South to the Meridian St Exit and Proceed down the ramp. Turn right at the 2nd stop light. Take Meridian St. to Ohio St. and turn right. The hotel is ahead on the left.*

Driving From the South (Louisville): *Take I-65 North to the Market St. Take Market Street to College Ave and turn right. Proceed to Ohio St and turn left. The hotel is 4 blocks ahead on the left.*

Driving From the West (Airport): *Take I-74 East to I-465 South to I-70 East. Take I-70 East to the Illinois St. Exit which is a ONE WAY Street. Proceed 7 blocks to Ohio St. and turn right. The hotel is ahead on the right.*