

LOGISTICAL INFORMATION

BIRMINGHAM, ALABAMA

TRAINING INFORMATION

“I Am Moving, I Am Learning” (IMIL) Head Start Grantee Training

May 24-26, 2011

Sheraton Birmingham Hotel
2101 Richard Arrington Jr. Blvd, North
Birmingham, AL 35203
(205) 324-5000

- Registration will open at 7:00 a.m., Tuesday, May 24th. Training will begin at 8:15 a.m.
- The training will conclude at 5:45 p.m., Thursday, May 26th. **Participants are expected to stay for the duration of the training, so please plan your travel accordingly.**

Invited to attend: Head Start and Early Head Start Grantees, including Tribal programs

REGISTRATION

- Head Start and Early Head Start grantees can send up to five participants, preferably the Program Director, Health Manager, Nutrition Coordinator and a member(s) of the teaching or family service staff.
- There is no fee for this training. However, **pre-registration is required.**
- Participation is limited to the first 75 people who register.
- Online registration, available at <http://www.certain.com/system/profile/form/index.cfm?PKformID=0x1088017228d> is encouraged; however, registration forms can also be faxed to (703) 243-9208.
- Registration deadline is **Monday, May 16, 2011.**

HOTEL ACCOMMODATIONS

- Hotel reservation deadline is **Monday, May 16, 2011.**
- To make reservations call (800) 325-3535 and identify yourself as part of the “IMIL Head Start Grantee Training.”
- The guest room rate is \$88.00 for single/double occupancy, plus 17.5% tax per night. This rate applies only to reservations made by **Monday, May 16, 2011.**
- The IMIL Training guest room rate is available three days before and after the actual Training dates.
- The current parking charges are \$20.00 per day/evening for valet service at the entrance to the hotel or self-parking available at the current rate of \$12.00 per day/evening. Day rates are \$1.50 for the first hour and \$1.00 per additional hour, maximum of \$8.00 per day.

GROUND TRANSPORTATION

The Sheraton Birmingham Hotel is located approximately 5 miles (10 minutes) from the Birmingham-Shuttlesworth International Airport (BHM). The Sheraton Birmingham Hotel provides a complimentary shuttle to and from the airport. To arrange for shuttle service from the airport to the hotel, use the bank of phones located at baggage claim designated for “Sheraton Birmingham” to be directly connected, or call the hotel at (205) 324-5000 and a shuttle will be dispatched to the airport. Return trips to the airport can be arranged through the hotel’s front desk.