

Location: Boston, MA

Our meeting venue and lodging will be at the **Hyatt Regency Cambridge**.

Hotel address: 575 Memorial Drive, Cambridge, MA 02139 Phone number: (617) 492-1234

Leadership Circle Profile Certification: April 16 - 18, 2019

Leadership Culture Survey Certification: April 19, 2019

We will be meeting in the **Empress Ballroom** (14th Floor). Breakfast will be available at 7:45 am.

Day 1 (Tuesday)	Breakfast: 7:45 am	Meeting: 8:30 am – 5:30 pm	Dinner on your own
Day 2 (Wednesday)	Breakfast: 7:45 am	Meeting: 8:30 am – 5:30 pm	Social Gathering
Day 3 (Thursday)	Breakfast: 7:45 am	Meeting: 8:30 am – 4:00 pm	End Session
Day 4 (Friday)	Breakfast: 7:45 am	Meeting: 8:30 am – 4:30 pm	End Session

Lodging

For room reservations, we have secured a discounted rate of \$369 +tax for only Monday, April 15 and **\$199 +tax** for the remainder of days. If you would like to reserve a room at the Leadership Circle rate, please email me and include your name and check in, check out dates by **March 10** to ensure availability and receive the discounted rate.

Transportation

- Suggested airport is Boston Logan Airport (BOS), which is about 4 miles from the hotel.
- For those lodging at the hotel, self-parking in the covered parking garage is \$38; Valet is \$45.
- For those parking at the hotel just for the certification each day, a discounted parking rate of \$12 is offered.
- The Hyatt Regency Cambridge has a complimentary, on-demand shuttle that runs to Harvard Square, Cambridge Side Galleria, Kendall Square and Boston University.

Meals

Continental breakfast, lunch and snacks will be provided. On Wednesday, we will have a social gathering with drinks and hors d' oeuvres for those who would like to attend. **If you have any allergies or dietary restrictions, please let Nicole Oxborrow know so appropriate arrangements can be made.** See contact information below.

Dress

The official dress code? Business Casual and Comfortable!

Questions?

We look forward to seeing you in Boston! In the meantime, if you have logistical questions, please contact Nicole Oxborrow at (435) 659-2166 or email: nicole@theleadershipcircle.com.

