

To: 2017 Hurst Fellows
From: Michelle Preston
Re: Logistics Memo
Date: 4/19/2017

Dear Hurst Fellows:

Hello and thank you again for sending your bio statements so we could announce this year's Fellows. Please find your bios attached to this email, and let me know if there is anything you would like me to change by **Friday, April 21st**.

This note has detailed information about travel arrangements and hotel accommodation. Please keep this for your records.

ABOUT THE LOGISTICS

Timing your Arrival and Departure: Please make your travel plans so that you arrive in Madison by mid-afternoon on Sunday, June 4th. The group will convene in the lobby of the Lowell Inn and Conference Center at 6:00p.m. on Sunday. At that time, the group will head over to the opening reception and buffet dinner at the home of Lead Scholar Mitra Sharafi, Associate Professor of Law at the UW Law School, returning to the Lowell Center about 9:00p.m. The Institute sessions will begin at the Lowell Center on Monday morning, June 5th and will run through Friday, June 16th. There will be a closing banquet on the night of Friday, June 16th. Fellows may depart on Saturday morning (June 17th).

Making Travel Arrangements:

We are working within a tight budget so when making your travel arrangements please note that you are required to take the most economical mode of transportation; thus if it is cheaper to drive, rather than fly, we will cover your mileage. If it is cheaper to fly than drive, then we will cover your airfare (i.e., if coming to Madison from New York, you need to fly; alternatively, if coming to Madison from Chicago, you need to drive or take the bus). If you have any questions, please let us know.

Booking Flights

University policy requires that you use our travel agency, Fox World Travel, which is authorized to charge your airfare to the Institute for Legal Studies. Please contact Fox World Travel to make your travel arrangements.

Phone: (866) 230-8787

Email: 78fpmiairagents@gofox.com

When calling in, you will be given a few options on how to proceed—please select option #4. Once you are connected, please identify yourself as a guest of the Institute for Legal Studies and give the representative the following code: **GROUP CODE 09AI71**. The representative will then be able to book your travel using the parameters we have provided within the University regulations and restrictions.

Please arrange your flight at your earliest convenience, preferably by early May.

The closest airport to Madison is **Dane County Regional airport in Madison**. The other options are (particularly for international travelers) O'Hare International Airport, Chicago, and General Mitchell International airport, Milwaukee. Both airports are serviced by a regular bus service to Madison

Bus from Chicago:

The Van Galder bus may be a convenient alternative for transportation from downtown Chicago or O'Hare airport because the current drop off point on campus is in the 700 block of Langdon Street, which is one block from the Lowell Center. Information about schedule options can be found here: <http://www.coachusa.com/vangalder/>.

Bus from Milwaukee:

The Badger bus operates regularly between General Mitchell airport (and downtown Milwaukee) and Madison. Information about schedule options can be found here: <https://www.badgerbus.com/>

Taxi from Airport:

When you arrive at the Dane County airport, go to door #7, which is the taxi stand. You are also free to take Uber or Lyft if you prefer. Please be sure to save your receipts for reimbursement.

Driving to Madison:

Please let me know if you plan to drive so parking can be arranged with the hotel. The Lowell Inn and Conference Center, where fellows will be housed and sessions will take place, is located at the corner of Langdon and Frances Street. The main entry and driveway faces Frances Street. Park in the temporary parking area, check in, and request a parking permit for the adjacent ramp. Visit <http://conferencing.uwex.edu/index.cfm> for a link to maps and for more information. We will cover parking costs and will reimburse you for your driving costs at the

University mileage rate. Please record your mileage and keep toll receipts for reimbursement. If you plan to drive, please let me know this early.

Accommodation:

Each Hurst Fellow will have a single hotel room at the Lowell Center. The reservation is in your name and the cost of the room will be charged to the Institute for Legal Studies. You will be responsible for any incidents. Check-in is 3:00 p.m., but early check-in may be arranged by contacting the Lowell Center directly.

The Lowell Center is located at 610 Langdon Street.

Contact details: Lowell@ecc.uwex.edu

phone: (608) 256-2621. <http://conferencing.uwex.edu/index.cfm>.

Don't hesitate to contact me if you have questions.

Best,
Michelle