

Location:

Marriott Chicago Midway
6520 South Cicero Ave
Chicago, IL 60638
Phone: 708-594-5500

Dates and Times:

Days 1 and 2 begin at 8:30 AM and end at 5:00 PM.

Day 3 begins at 8:30 AM and ends at 4:30 PM.

To be certified, participants must be present for the certification program in its entirety and paid in full.

Reservations:

Participants are responsible for making own lodging reservations. See page 2 of this document for reservation options.

Parking:

There is a parking fee of \$12 per night.

Food:

Lunch will be provided. Participants are responsible for all other meals. Please let us know as soon as possible if you have special dietary needs.

Payment:

The Leadership Circle will invoice you by email. We accept checks and credit cards. In order to pay with a credit card, phone TLC Bookkeeper, Barb Aranyosi, at 419-574-2053. To guarantee your seat, payment is due in full by invoice due date.

Required Pre-work:

Complete the Profile self-survey and receive feedback from a minimum of five evaluators. Please **log-in immediately** to complete your self-survey and set up your evaluators. The average turn-around time for receiving adequate feedback is usually 2-3 weeks.

Dress:

Business casual.

Transportation:

Driving Directions from Midway to Marriott Chicago Midway: South on Cicero Avenue (RTE 50) to 65th Street. Hotel is on the right.

Shuttle Service: Marriott Chicago Midway provides complimentary 24-hour shuttle service from Chicago Midway Airport. The airport is only 2 blocks away. Call the hotel at 708-594-5500 to make arrangements or for more details.

Reservations:

Training is held at the *Marriott Chicago Midway**. This hotel is located in the **Midway Hotel Center** which is a campus with multiple hotels in one convenient location.

Participants are responsible for making own lodging reservations. Reservations can be made through **Midway Hotel Center** online at www.midwayhotelcenter.com or by calling 1-888-MIDINNS. Participants also have the option of contacting the hotel of their choice directly (see details below).

Midway Hotel Center – Chicago TOLL FREE: 1-888-MIDINNS www.midwayhotelcenter.com	
Marriott Chicago Midway* 6520 S. Cicero Avenue Chicago, IL 60638 Phone: (708) 594-5500 Fax: (708) 594-5510 TOLL FREE: 1-888-MIDINNS http://www.midwayhotelcenter.com/hotels/marriott.php	Courtyard Marriott Midway 6610 S. Cicero Avenue Chicago, IL 60638 Phone: (708) 563-0200 Fax: (708) 728-2841 TOLL FREE: 1-888-MIDINNS http://www.midwayhotelcenter.com/hotels/courtyard.php
Hampton Inn 6540 S. Cicero Avenue Chicago, IL 60638 Phone: (708) 496-1900 Fax: (708) 496-1997 TOLL FREE: 1-888-MIDINNS http://www.midwayhotelcenter.com/hotels/hamptoninn.php	Hilton Garden Inn 6530 S. Cicero Avenue Chicago, IL 60638 Phone: (708) 496-2700 Fax: (708) 496-2800 TOLL FREE: 1-888-MIDINNS http://www.midwayhotelcenter.com/hotels/hiltongarden.php
Holiday Inn Express & Suites 6600 S. Cicero Avenue Chicago, IL 60638 Phone: (708) 458-0202 Fax: (708) 458-0994 TOLL FREE: 1-888-MIDINNS http://www.midwayhotelcenter.com/hotels/holidayinnexpress.php	Fairfield Inn Suites 6630 S. Cicero Avenue Chicago, IL 60638 Phone: (708) 594-0090 Fax: (708) 594-5510 TOLL FREE: 1-888-MIDINNS http://www.midwayhotelcenter.com/hotels/fairfield.php
Sleep Inn 6650 S. Cicero Avenue Chicago, IL 60638 Phone: (708) 594-0001 Fax: (708) 594-0058 TOLL FREE: 1-888-MIDINNS http://www.midwayhotelcenter.com/hotels/sleepinn.php	
<i>*Certification located at this hotel.</i>	