

Location:

Hyatt Place Dallas North/by the Galleria
5229 Spring Valley Road
Dallas, TX 75254
Phone: 800-833-1516

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 thru the Hyatt. Reservations can be made by calling 800-833-1516. When making reservations mention the TLCP Certification Room Block. TLCP Certification rooms will be available until *Jan. 25, 2012*. After this date, any unreserved rooms will be released back into general inventory.

Parking:

Complimentary parking is available. Please check-in prior to parking.

Food:

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

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 DFW Airport: Take North Exit. Follow signs for I-635 East. Take I-635 East for approximately 13 miles, then take the Dallas North Tollway north (Exit 22C). Continue on Dallas North Tollway approximately one mile, and then take the Spring Valley Road Exit. Turn right on Spring Valley Road. Hyatt Place Dallas-North/by the Galleria is on the left-hand side.

Driving Directions from Love Field Airport: Travel East on Mockingbird Lane to the Dallas North Tollway. Travel North on Dallas North Tollway approximately seven miles. Take the Spring Valley Road Exit. Turn right on Spring Valley Road. Hyatt Place Dallas-North/by the Galleria is on the left-hand side.

Shuttle Service: Shuttle service is *not* available through the hotel. Super Shuttle provides shuttle services from the airport. Super Shuttle can be reached at 817-329-2000 or reservations may be made online at www.supershuttle.com.