

Location:

Four Points by Sheraton San Francisco Bay Bridge
1603 Powell Street, Emeryville, CA 94608
Phone: 510-547-8414

Dates and Times:

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

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

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

Reservations:

Phone the Four Points Sheraton at 510-547-8414 or online at www.fourpoints.com/emeryville. Mention The Leadership Circle Certification to receive a preferred rate in our reserved block. TLCP Certification rooms with preferred rate will be available until *May 14, 2012*. After this date, any unreserved rooms will be released back in to general inventory.

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.

Parking:

On-site complimentary parking is available.

Transportation:

Driving Directions from Metropolitan Oakland International Airport (OAK): Start out going southwest on Airport Dr toward Alan Shepard Way. Turn right onto Alan Shepard Way. Take the 1st right onto John Glenn Dr. Turn right onto Ron Cowan Pky. Turn left onto ramp. Merge onto Airport Dr. Airport Dr becomes Airport Access Rd. Turn right onto Hegenberger Rd. Merge onto I-880 N. Take I-980 E toward CA-24 / Walnut Creek. Merge onto I-580 W toward San Francisco. Take the Powell Street exit, EXIT 9, toward Emeryville. Turn right onto Powell St (*if you reach I-80 E you've gone too far*). 1603 POWELL STREET is on the right (*Your destination is just past Christie Ave - If you reach Peladeau St you've gone about 0.1 miles too far*). Travel distance is 13.29 miles.

(continued on page 2)

Driving Directions from San Francisco International Airport (SFO): Start out going west toward T-1 Turnaround. Merge onto US-101 N toward San Francisco. Keep right to take I-80 E toward Bay Bridge / Oakland. Take the Powell Street exit, EXIT 9, toward Emeryville. Turn right onto Powell St (*If you reach I-80 E you've gone about 0.1 miles too far*). 1603 POWELL STREET is on the right (*your destination is just past Christie Ave - If you reach Peladeau St you've gone about 0.1 miles too far*). Travel distance is 20.6 miles.

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.