



Dear Participant,

I am so pleased you will be joining me on October 16-19, 2018 for the four-day Facilitator Practicum, which will prepare you to facilitate the See Me as a Person workshop in your organization. This letter includes the workshop location, what you can do to prepare for the workshop, and information to guide your travel. I am at your service and available to answer any questions you may have prior to your arrival. My contact information is at the end of this letter.

**WORKSHOP LOCATION**

Classes will be held in Champaign/Urbana, Illinois at the I Hotel & Conference Center. A Continental Breakfast is included in the hotel room rate if you are staying at I Hotel & Conference Center. Creative Health Care Management will provide lunch and an afternoon snack, including a box lunch on the day of your departure. Please note that our fourth day ends at 12:30 pm.

**CLASS SCHEDULE**

Date	Time
October 16, 2018	8:30 a.m. - 4:00 p.m.
October 17, 2018	8:30 a.m. - 4:00 p.m.
October 18, 2018	8:30 a.m. - 4:00 p.m.
October 19, 2018	8:30 a.m. - 12:30 p.m.

**PREPARATION MATERIALS**

1. Please read the book, *See Me as a Person: Creating Therapeutic Relationships with Patients and their Families* (2012) by Mary Koloroutis and Michael Trout as preparation for the facilitator practicum. Focus particularly on Chapters 1-5. If you are familiar with the content, it will help you move more quickly into deepening your understanding and preparation for facilitating the program.
2. Upon registration for the facilitator practicum, you will be sent a Comprehensive Facilitator Guide to review prior to the practicum. This preparation will allow us to move into the content and respond to your questions more proactively.

**ACCOMODATIONS**

I recommend that you reserve accommodations at the I Hotel & Conference Center. Our past clients have rated this hotel as having wonderful service and excellent accommodations. We do have a room block of \$129 per night and you can book online at [www.stayatthei.com](http://www.stayatthei.com) using attendee code SEEME18 for our rate.

**I Hotel and Conference Center**  
 1900 S. First Street, Champaign, Illinois, 61820  
 Tel: +1-217-819-5000 Fax: +1-217-819-5010

Room Essentials:

- Complimentary high-speed wireless and hardwired Internet
- iHome/iPod clock radio
- 32" LCD flat-screen HD television
- In-room safe that accommodates a 17" laptop



#### Additional Amenities:

- Complimentary Continental Breakfast
- Room-service dining, provided by Houlihan's culinary team, hairdryer, iron/ironing board
- 24-hour business center and fitness center
- Complimentary shuttling to/from any campus building and Willard Airport
- 100% smoke-free facility

#### FLIGHTS

The nearest airport is the University of Illinois Urbana-Champaign Willard Airport (Airport Code: CMI). Please note this requires a plane transfer in Detroit, or Chicago O'Hare.

An alternative option is to fly into **Indianapolis, IN**. From there you can rent a car and drive to Champaign/Urbana, IL, which is approximately 2 hours away (120 miles, all freeway). If you choose this option please note, when making flight reservations, that Indianapolis has different time zones depending on the time of year. In the winter months, Indianapolis is in the Eastern Time Zone. (Champaign-Urbana is in the Central Time Zone.)

Another option is to fly into **Midway in Chicago** and rent a car to drive to Champaign/Urbana. Midway is also approximately 2 hours traveling time from Champaign. It is on the south-side of Chicago and thus has easier access to the freeway to Champaign than O'Hare. Southwest flies into Midway.

O'Hare in Chicago is 2-3 hours (depending on traffic). It is obviously a major hub with all possible flights available.

Finally, there is an airport in **Bloomington, Illinois**: a 1-hour drive from Champaign. This is a very nice option should you find agreeable flight times.

#### GETTING TO THE HOTEL

You may obtain a rental car at the airport. A rental car eases transportation around Champaign/Urbana and, is therefore recommended. The I Hotel also offers "Zip Car" rentals. You can speak directly with them about what that entails.

Shuttle service is available from Willard Airport by calling the I Hotel and Conference Center prior to arrival at the airport. If you are calling the hotel (217-819-5000) they will need your time of pick up and your flight number. The shuttle is available from 7 a.m. to 10 p.m. The shuttle also provides transportation around town.

Below please find driving directions to the I Hotel and Conference Center from the University of Illinois Urbana-Champaign Willard Airport:

1. Exit the airport by going east on Airport Road.
2. At the stoplight, turn left (north) onto S Dunlap Ave/US-45 N. Continue to follow US-45 N for 3.8 miles.
3. At the light, turn right onto St Mary's Road.
4. Go 1-2 blocks on St. Mary's Road, to the corner of St. Mary's Road and First Street. The hotel is located at that corner. The address is 1900 S 1<sup>st</sup> Street.

The total travel distance from the Champaign airport to the I Hotel & Conference Center is 4.9 miles (8 minutes).

Casual, comfortable attire during all sessions is encouraged. You may want to bring a sweater or light jacket, as the conference room may get chilly. If you have any questions, don't hesitate to contact me or Andie Skillings ([askillings@chcm.com](mailto:askillings@chcm.com) or 952-252-1140). I look forward to seeing you soon!

Sincerely,

*Mary*

Mary Koloroutis

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Toll Free: 800-728-7766

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