

# NUTS AND BOLTS MEMO

## 1. How do I make hotel arrangements?

You must book your hotel accommodations at the workshop hotel through the workshop registrar, Elsabet Fisseha (elsabetf@gmail.com). **Please do NOT make hotel reservations through the hotel's front desk.** This will create confusion and possibly double-booking. The cost of your hotel room will be deducted from your stipend so you will not pay for it directly. If you wish to share a room, El can help you find a suitable roommate. [See No. 2 below] If you book a double with a roommate, the cost for five nights is \$244.03, which will be deducted from your stipend. The total cost with tax for a single (without sharing with a room-mate) for five nights is \$488.05, which will be deducted from your stipend. These are "special workshop rates" and include a hot buffet breakfast, high-speed Internet access, a business center, a modest fitness center, and a pool, as well as other amenities, such as flat screen TVs with cable and coffee makers in each room.

## 2. What is the "booking form" and how can I arrange to get a roommate?

Also attached to this email is a short "booking form" to book your room at the workshop hotel. Please fill it out and return it to El. It includes a section on "matching roommates" so that you can be linked – if desired – with a compatible roommate. Everyone needs to fill out the booking form even if you aren't staying at the workshop hotel because it gathers other important information.

## 3. When will I receive the \$1200 stipend to cover my expenses?

You will receive the stipend on the last day of the workshop minus the costs of several pre-paid meals and tour fees for historical sites (a deduction of approximately \$150.00) and minus the cost of your hotel room (i.e. either \$488.05 per single or \$244.03 per shared room). This means you will have to pre-pay only for your travel to the workshop. If you miss any portion of the required workshop presentations or activities for any reason – including health, family issues or delayed flights – there will be a pro rata deduction from your stipend. An hour begins after 15 minutes of being tardy.

## 4. How do I travel to the Workshop?

**By Air:** Please book your air travel to Raleigh–Durham Airport (RDU). You need to arrive in the afternoon of the date the workshop begins (June 15th or June 22nd) and no later than 5:00 PM. We have made arrangements with a dedicated shuttle

called “At Your Service” to take you to and from the airport; the owner/driver is Jo Ann Logan. As soon as you have your flight information, email Jo Ann at: [atyour servicenc@gmail.com](mailto:atyour servicenc@gmail.com) and provide her with:

**Your Name; Airline's Name; Arrival Flight #; Time of Arrival; Departure Flight #; Time of Departure; Your Cell Number.** Once you arrive at RDU Airport, call “At Your Service” at **919–922-1117**. Jo Ann will answer and tell you where to go for pick-up. **Important:** If for any reason you miss your connection or your flight is delayed, please call “At Your Service” so Jo Ann can modify her schedule. You will pay for “At Your Service” directly; it costs \$40 round-trip. Please remember to book a return flight no earlier than 2:30 PM on Tuesday June 20 or June 27. This will enable you to arrive at RDU two hours before your flight departs.

**(Note:** There is other ground transportation at the airport of course; however, “At Your Service” is dedicated to Crafting Freedom participants *only* and has been highly praised for reliability, excellent service, as well as price.)

**By Car:** If you are driving, see the workshop hotel website for directions. The workshop hotel is the **Hampton Inn and Suites of Chapel Hill** on Farrington Road.

**By Bus/Train:** If you choose to travel by bus (Greyhound) or train (Amtrak) there are stations for both in Durham, NC, your destination city. From the Amtrak or Greyhound station, there is taxi transportation from the station that can take you to the **Hampton Inn and Suites of Chapel Hill** on Farrington Road, Chapel Hill. Occasionally, “At Your Service”, (the workshop airport shuttle service) is available for train/ bus transportation, but this is rare because airport runs are generally non-stop on arrival and departure days. However, once you have your arrival and departure times, you may wish to email Jo Ann Logan at: [atyour servicenc@gmail.com](mailto:atyour servicenc@gmail.com) to see if she could possibly provide transportation. The round-trip fee (station-hotel-station) is \$40 paid to “At Your Service”.

**5. Can locals commute to the workshop?** Crafting Freedom is a “residential” educational experience in which participants benefit from being part of a “learning community.” Therefore, we encourage everyone to stay at the Workshop Hotel including “locals.” However, sometimes participants who live within a commutable distance wish to stay at home and commute.

NEH has stipulated this year that participants who commute and do not stay at the workshop hotel will be provided a reduced expenses stipend of \$600. The cost

of staying in the workshop hotel (\$488.05 for a single or \$244.03 for a shared room) positively impacts your take home amount compared to commuting. For example, let's say you take a single room. You would receive the \$1200 expenses stipend and from that (if you don't miss any of the workshop) 488.05 + 150 (approximately) in meal/tour fees will be deducted or:  $\$1200 - (488.05 + 150) = \mathbf{\$561.95}$  (take home with single room). If you share a room at the workshop hotel, the math looks like this:  $\$1200 - (244.03 + 150 \text{ approx.}) = \mathbf{\$805.97}$  (take home with shared room). However, if you commute each day, the \$150 will be subtracted from the \$600, reduced expenses stipend, i.e.  $\$600 - 150 = \mathbf{\$450.00}$  (take home for commuters).

As you can see, there are financial as well as educational incentives to book an individual or shared room at the workshop hotel.

## 6. What about meals?

Five meals will be pre-deducted from your \$1,200 stipend, but four meals (dinners on Friday, Saturday and Sunday and Monday lunch) are on your own. There's a hearty free buffet breakfast served in the lobby, but the hotel has no restaurant. The workshop hotel is secluded, but there are several restaurant options within easy walking distance of the hotel such as fast food (Hardee's), Chinese take-out, a Thai restaurant, and a gourmet pizza restaurant. There's also a quality "American fare" restaurant called "Nantucket's" two blocks away, but it requires crossing a very busy highway so it's best to get there in a vehicle. A list of Take-Out delivery options is also available at the hotel and there are plenty of tables in the lobby and by the pool for eating take-out.

## 7. What do I do upon arrival at the hotel?

When you arrive, check in **first** at the workshop registration desk where we will provide you with a packet of handouts and the workshop schedule. You will be told about Orientation, which will occur later in the evening. You will also learn about check-in and check-out of the hotel at this time.

## 8. Can we stay extra days before or after the workshop?

Yes, you may. Just get in touch with El Fisseha at [elsabetf@gmail.com](mailto:elsabetf@gmail.com) if you need to stay extra nights, she will make the arrangements with the hotel. However, you will need to pay the hotel directly for the **extra** nights you stay. You will be given

the Workshop Rate for the extra nights (Elsabet will ensure this but you must be sure to go through her.)

### **9. What should I bring with me?**

**Money:** We recommend at least \$30 per day for your personal needs as well as for eating out and extra books and souvenirs you may wish to purchase from sites.

**Clothing:** Workshop dress is “everyday casual” meaning pants/shorts and comfortable shirts/blouses. Expect 90-degree days, humidity, and (usually) sunshine. We recommend good walking shoes, sunscreen, sunglasses, an umbrella, a hat/visor, insect repellent and a light sweater/ jacket (air conditioners are cool.)

**Personal Needs:** If you have medicinal or special dietary needs, you will need to bring your own supplies. We can accommodate *very few* dietary requirements. Seating at some historic sites is on wooden benches. Please bring a small pillow or stadium seat if hard seating is of concern.

**Photography and Laptop computers:** Still photography is allowed for classroom and personal use. Video taping lectures or performances is not allowed. The hotel has Wireless Internet access throughout the facility and a couple of computers available for use during certain hours in the hotel’s business center. It is recommended that participants bring a laptop or tablet, but this is not obligatory.

**Books:** You are discouraged from bringing books, because you will receive several books at the workshop. Also, all sites sell books and other items, you may wish to purchase.

**IMPORTANT:** Be sure to leave space in your baggage for workshop books/materials and other purchases that you'll be taking home.

**10. Will there be time to do independent sightseeing and shopping in the area?** No. If you are interested in touring the area, please come a day or two earlier or stay a few days later. You may take advantage of the workshop rate for a longer stay at the hotel. Again, make arrangements through El.

**11. May I bring family members or pets with me to the workshop?** We discourage bringing family and there is a "No Pets" policy at the hotel. This is an intensive residential professional development experience for K–12 educators. We are on the go from early in the morning and sometimes until late in the evening. Only participants are authorized to attend activities. There will be little time to spend with loved ones. There is not a "no family" policy because sometimes it is a necessity to bring a family member. For example, we've had participants who were nursing so they had a family member share the room and care for their infants during workshop activities. If you choose to bring a family member, please let them know that you will be absent during the day and some evenings. Crafting Freedom staff cannot address the needs or concerns of family members and they can expect to be "on their own" most of the time.

**12. Should I rent a car?**

All participants are required to ride the tour bus to all activities. However, some have found it useful to rent a car. The times a car comes in handy are Friday, Saturday and Sunday evenings when meals are "on your own" and participants wish to drive into Chapel Hill, Durham or Raleigh (about 25 miles away) to dine. In the past, some participants who came early or extended their stay for a few days rented a car. If you stay late, "At Your Service" van service can drop you off the last day of the workshop at a rental car agency at RDU airport. That way you will not have to pay for a car throughout the workshop. Or, if you arrive early, you may rent a car at RDU and drive to the hotel. After using the car for a day or more, return it to the airport car rental agency and arrange for "At Your Service" to pick you up there on Tuesday afternoon.

***If you have other questions or concerns, please contact El Fisseha at elsabetf@gmail.com. We look forward to meeting each of you!***