



Dear Participant,

We are pleased you are joining us for the three day leadership development program, **Leading an Empowered Organization (LEO)**, to be held **April 20, 21, 22, 2010** at the Embassy Suites Minneapolis Airport, 7901 34th Avenue South, Bloomington, MN 55425, 952/854-1000. We promise it will be a significant and rewarding step in your career as a successful leader.

ACCOMMODATIONS

We suggest that those people from out of town who need accommodations register at The Embassy Suites by calling 1-800-EMBASSY. The hotel offers complementary transportation to and from the Mall of America and the Airport. Creative Health Care Management has reserved a block of rooms. All arrangements for room, food or conveniences are strictly between the participant and the hotel. CHCM will not be responsible for any costs generated by these arrangements.

MATERIALS TO BRING

To help you relate to the program content in terms of your own facility, it might be helpful for you to bring the organizational chart of your department and your organization.

GETTING TO THE HOTEL

When you arrive at the airport and pick up your luggage there will be a bank of phones for various hotels in the baggage area. The Embassy Suites Hotel can be called for transportation. Call and tell them you need to be picked up and they will tell you where they will meet you.

Directions to Embassy Suites

From Airport take 494 West to 34th Avenue Exit. Go South (left) to American Boulevard. The hotel is at the corner of 34th Avenue and American Boulevard.

From Minneapolis take 35W South to 494 East to 34th Ave exit. Go South (right) one block to American Boulevard. Hotel on corner of 34th and American Boulevard.

From St Paul take 35E south to 494 West to 34th Ave Exit. Go South to American Boulevard. Hotel on corner of American Boulevard and 34th Ave.

The Embassy Suites Minneapolis Airport hotel in Bloomington MN is located one mile from the Mall of America and the Minneapolis St. Paul International Airport – MSP and two miles from historic Ft. Snelling.



SCHEDULE

Day	Start Time	End Time
April 20, 2010	8:00 AM	4:30 PM
April 21, 2010	8:00 AM	4:30 PM
April 22, 2010	8:00 AM	4:00 PM

Classes will start at 8:30 AM each day, beginning April 20th at the Embassy Suites Hotel. Coffee and pastries will be available at 8:00 AM in the classroom. Lunch and refreshment breaks are included in the tuition. We will end no later than 4:30 PM on April 20th & 21st. On April 22nd the day will end at 4:00 PM to accommodate those needing to catch a flight.

You can also book online and get directions for the Embassy Suites Hotel at www.embassysuites.com

Casual, comfortable attire is encouraged. Come prepared to learn and have fun!! If you have any questions, don't hesitate to contact us.

Respectfully,
Amy Monroe
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