

**Accommodation and Travel Information
NAPARC 2011
Lawrenceville, GA**

NAPARC members you are cordially invited to attend the 2011 NAPARC meeting! The conference will be held in the Mission to the World (MTW) Office Building conference room in Lawrenceville, Georgia, November 15-16.

Please RSVP by **completing the online NAPARC Information Form** before **Friday, October 28, 2011**.
<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dE1iYUNmcWdJTFk3bnR1UmswZTU5NIE6MQ> (Print a copy for your records and click submit)

Draft Schedule:

Tuesday, November 15, 2011

10:00 a.m. – 12 noon – Interim Committee Meeting

12 noon – 1:00 p.m. – Lunch

1:30 – 5:00 p.m. – Plenary Session

5:00 – 6:00 p.m. – Recess

6:00 – 8:00 p.m. – Dinner with address by Dr. Roy Taylor

Wednesday, November 16, 2011

8:30 a.m. – 12 noon – Plenary Session with address by Dr. W. Robert Godfrey

12 noon – 1:00 p.m. – Lunch

1:00 – 3:00 p.m. – Plenary Session

3:00 p.m. - Adjourn

Meeting Location:

Mission to the World Office Building
1600 North Brown Road
Lawrenceville, GA 30043
678-825-1000 – phone

Hotel Information:

A block of guestrooms has been reserved for the conference at \$97, plus tax, per night. Please reserve your guestroom no later than Friday, October 28, 2011.

You may make your guestroom reservation:

Online: <http://hamptoninn.hilton.com/en/hp/groups/personalized/A/ATLDMHX-XEK-20111115/index.jhtml>

Phone: (678) 407-0018

If calling, Please use group name 2011 NAPARC Meeting to obtain the \$97 rate when making your reservation. If you have any special lodging needs, please notify the hotel.

Hampton Inn Sugarloaf

6010 Sugarloaf Parkway

Lawrenceville, GA 30043

(678) 407-0018 – phone

<http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml?ctyhocn=ATLDMHX> – Web site

Check-in: after 3 p.m. Check-out: before 12 noon

Hotel Cancellation and Check-out Policy:

Cancellation: if you are unable to attend the meeting, please cancel your guestroom reservation before 6 p.m. on your date of arrival. Please notify Mrs. Karen Cook by e-mail at events@pcanet.org that you are unable to attend.

Check-out Policy: to avoid late check-out charges, please check-out of your guestroom before 12 noon. You will be charged \$97, plus tax (one nights stay) if you check-out after 12 noon.

Air Travel:

Please make your own air travel arrangements to Atlanta, Georgia, airport code: ATL. Hartsfield-Jackson Airport recommends arriving at the airport two hours prior to your departure. Please keep this information in mind when making your return flight arrangements.

Airport Shuttle Serving Lawrenceville, Georgia – <http://www.pcaac.org/airportshuttles.htm>

Rental Car and Taxi – for a list of rental car agencies and taxi information, please visit the Atlanta Airport Ground Transportation web page:

<http://www.atlanta-airport.com/GroundTransportation/CarsLimosTaxis.aspx>. You will arrive at the Hampton Inn or the MTW Office Building in about one hour.

Driving Information:

Rush Hours in the Atlanta area are usually 6 – 9:30 a.m. and 3 – 7 p.m.

Directions to the Hampton Inn may be obtained from the hotel Web site:

http://hamptoninn.hilton.com/en/hp/hotels/maps_directions.ihtml?ctyhocn=ATLDMHX

Food and Beverage:

Be sure to select which meals you will be attending on the Information Form, please include any special dietary needs. Please be prepared to reimburse for meal expenses.

November 15 – the hotel will provide a complimentary breakfast. Lunch and Dinner will be provided at the meeting location.

November 16 – the hotel will provide a complimentary breakfast. Lunch will be provided at the meeting location.

Contact Information:

PCA Administrative Committee
1700 North Brown Road, Suite 105
Lawrenceville, GA 30043
678-825-1000 – phone
events@pcanet.org – e-mail

If you have any questions, please let me know.

Thank you!

Sherry Eschenberg, Meeting Planner
Presbyterian Church in America
events@pcanet.org – e-mail; 678-825-1000 – phone