

From: Soura, Christian  
To: Chris.Baucom@act.org <Chris.Baucom@act.org>  
Date: 3/23/2012 12:16:00 PM  
Subject: RE: Logistics + agenda for CWRC Academy session II

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Great - thanks again for your help.

CLS

Christian L. Soura  
Deputy Chief of Staff

(803) 543-0792  
ChristianSoura@gov.sc.gov

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From: Chris.Baucom@act.org [mailto:Chris.Baucom@act.org]  
Sent: Tuesday, March 20, 2012 10:43 AM  
To: Soura, Christian; pretulaks@sctechsystem.edu  
Subject: Fw: Logistics + agenda for CWRC Academy session II

Christian and Susan --

You are both coming in on Tuesday, so I wanted to send you a separate note since your travel will be a little different...

Christian, I'm going to ask the shuttle service to bring you directly to ACT Tuesday morning -- you should be able to join us in time for lunch. Just give me a call when you arrive on campus and I'll come find you. 319-333-8647.

Susan, the shuttle service will bring you to the Sheraton Tuesday evening -- I presume you'll be able to connect with your SC colleagues.

See you next week!

Chris

----- Forwarded by Chris Baucom/ACTInc on 03/20/2012 10:34 AM -----

From: Chris Baucom/ACTInc  
To: Debra Lyons/ACTInc@ACTINC, Erina Green/ACTInc@ACTINC, Lori Baldwin/ACTInc@ACTINC  
Cc: douglasksmith@optonline.net  
Date: 03/20/2012 10:30 AM  
Subject: Logistics + agenda for CWRC Academy session II

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Hi, all --

We're excited to host you in Iowa City for session II of the CWRC Academy next week! You will be flying into the Eastern Iowa Airport in Cedar Rapids (CID), and the Missouri team is driving. We're staying at the Sheraton Iowa City, and our meetings will be both at the hotel and on ACT's campus.

We have arranged for the airport shuttle service to transport you to the Iowa City Sheraton, with direct billing to ACT.

Airport Shuttle Service is the only shuttle service with a customer service counter inside the Eastern Iowa Airport. Upon arriving at the airport simply proceed to the baggage claim area where you will find their counter directly across from Baggage Claim #1. Please check in with the counter agent immediately upon arriving in the baggage claim area so they can

serve you promptly. Once you have collected any checked luggage a driver will accompany you to the shuttle van. The phone number of the shuttle service is 1-800-725-8460 should you need to reach them.

The shuttle service has a list of all travelers and arrival times.

Our Tuesday meetings will be held on ACT's campus, but we'll stay at the hotel for Wednesday and Thursday.

Please meet in the hotel lobby at **7:30 a.m. Tuesday** to caravan to ACT. We'll depart promptly at 7:45 a.m. and will stop for breakfast at the ACT dining center before starting WorkKeys assessments and campus tours. I'm attaching an agenda for your reference.

Just like last time, we will provide breakfast and lunch each day, but you will be on your own for dinner. There are dozens of restaurants within a few blocks of the Iowa City Sheraton. Iowa City has a charming and very walkable downtown.

Addresses and numbers:

Sheraton Iowa City  
210 S Dubuque Street  
Iowa City, Iowa 52240  
(319) 337-4058

ACT, Inc.  
500 ACT Drive  
Iowa City, IA 52243  
(319) 337-1000  
<http://act.org/humanresources/map1.html>

And of course, please feel free to call me any time at 319-333-8647. Looking forward to seeing you next week!

Chris

**CHRIS BAUCOM**

SENIOR COMMUNICATIONS MANAGER • COMMUNITY & ECONOMIC DEVELOPMENT

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