

October, 2011

Bring your Laptop: Materials will be provided to you via *flash drive* for you to load on your laptop shortly after you arrive at the first Session on Monday morning, 10/24. Printed material can be available as an alternative (for the cost of the printing) if you notify us in advance, no later than 10/17/2011.

Internet Service: FREE wireless internet service is provided in the meeting room as well all lodging rooms. If you require a direct cable connection to the internet service, please bring your own 10 foot cable and we will be sure that you are seated appropriately within the meeting room. *(Please advise us of this in advance so that as advance tables are set up, we can reserve your location next to the service boxes on the floor.)*

Meals Information:

Monday – Lunch and Dinner are included in your Institute fee.

Tuesday – Lunch and Dinner are included in your Institute fee.

Breakfast vouchers* – Breakfast vouchers are available for all who are lodging at The Riley Center. When you check in at the front desk, ask for your breakfast vouchers and for directions to the Student Center (a one-block walk from The Riley Center) where breakfast is served each day. Any amount expended over the value of the voucher is your expense.

Sunday Evening Supper: – For those arriving at The Riley Center by **5:30pm**, we will gather in the main lobby of The Riley Center for a “Dutch treat” supper in Fort Worth. Please advise us in advance if you plan on joining us for supper so we will actively be looking for you! Call Beth’s cell phone (below) if you have any arrival delay! There are **NO FOOD SERVICES ON SUNDAYS ON CAMPUS** and nothing is in walking distance of The Riley Center. If you are not scheduled to join us for supper, we recommend you plan for a meal prior to arriving on campus. Or you can order pizza deliver at The Riley Center. *Any amount expended over the value of the voucher is at your expense.*

Lodging Reservations: The Riley Center on the campus of Southwestern Baptist Theological Seminary (SWBTS) has extended to us the use of their excellent lodging and conference facilities. These are not dorm rooms but luxury accommodations with mini refrigerator/sink/microwave, at extraordinary prices. Please make your own reservations in our block. Call 817-921-8800 and request a room (double or single, king, queen, or double) with The Stewardship Alliance group for the Life Stewardship Institute. Please complete your reservations by October 10th. After that, rooms are subject to availability. If you have a problem, call Beth at 615-944-3609.

Transportation: Since there is no “hotel” shuttle service available to transport you to The Riley Center, we encourage you to participate in our “Buddy System”. SWBTS is approximately 36 minutes from Dallas/Ft Worth Airport and 47 minutes from Love Field (depending on traffic of course). The physical address of The Riley Center is are traveling to is: 1701 W Boyce Avenue, Fort Worth, TX 76115.

How the “Buddy System” works: If you will provide Beth (beth@stewardshipalliance.com) with your flight arrival and departure information, she will determine if you are arriving at or around the same time as others who are attending. If so, she will arrange shared transportation for those who are arriving at or near the same time so as to reduce your transportation expense. Please provide your travel information to Beth PRIOR TO 10/10/2011 to be included in the Buddy System.

Exercise/Recreation Facilities: The SWBTS Recreation facility is available for your use during your stay at The Riley Center. More information can be obtained at the front desk at The Riley Center.

SEND YOUR INFO TO: Beth@StewardshipAlliance.com
OR CALL BETH AT: (615) 944-3609
OR FAX INFO TO: (812) 386-7328 (Mon-Fri) and (615) 420-6923 (Weekends)