



Swan and Dolphin Orlando

1500 Epcot Resorts Blvd, Lake Buena Vista, FL 32830

[\(407\) 934-4000](tel:(407)934-4000) <https://www.swandolphin.com/>

Ground Transportation:

25 minutes/20 miles from Airport to Swan & Dolphin	(Taxi could be over \$50)
Swan & Dolphin Car Service (\$93 one way)	https://swandolphin.com/welcome/departure/airport.html
Shuttle - Mears Transportation (\$21 one way/\$34 round trip with coupon code WEB10)	http://www.mearstransportation.com/orlando-international-airport-transportation/
Hotel Reservations are on the DOLPHIN side	

Attire: Business Casual (Jeans are fine, no shorts please)

Slack Channel: We have created a Slack channel at iltateam.slack.com for the weekend. Use this to message the other attendees and to ask questions of the staff. The channel is called 2019_Ascend. You should have received an invitation to join the Slack Channel. Please reach out to support@iltanet.org if you have problems accessing this channel.

Ascend 2019 Connected Community: We have created an Ascend 2019 Connected Community on the ILTA website. This is where we will post all of the handouts and agendas. The Connected Community is called Ascend 2019. You should be able to access it using your ILTA credentials and navigating to the Connected Community Page - <https://www.iltanet.org/communities?ssopc=1>. Please reach out to support@iltanet.org if you have problems accessing this Community.

ASCEND App: We are testing a new event App at Ascend. If you would like to help test the app, please email dawn@iltanet.org.

Social media: #ILTAAscend2019
#WeAreILTA

Wi-fi: SSID: ILTA2019 / Password: ASCEND19
There is no username required.

Hotel/Room Incidentals:

Your room at the Dolphin has been secured through our account. However, all attending ILTA guests will be required to use a personal credit card for room incidentals. Questions about hotel reservations should be sent to tracie@iltanet.org

Travel problems:

Volunteers can contact Concur offices during business hours if they need assistance from any cancellations or changes by the airline due to weather. The office hours are 8am to 8:30pm EST Monday thru Friday the main number is 770-441-0311 or 800 741-4116. They can reach out the emergency after-hours service if it is after 8pm. They can be reached directly by dialing 678-573-9900. Concur does charge a service fee for any after-hours calls of \$20.00.

Also, please let ILTA Staff Member Tracie McCrae know if you are delayed, changing flights or unable to attend Ascend at all. Tracie can be reached at tracie@iltanet.org

Expense Reports:

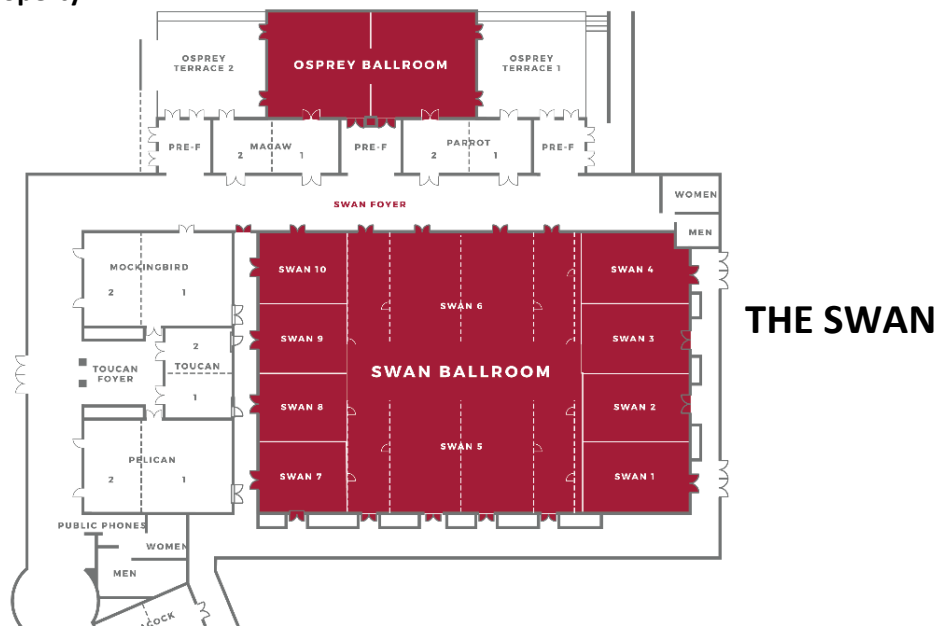
An Expense Report form is available to you for expenses. Please note these need to be accompanied by receipts and should be emailed to iltanet_invoicecapture@concursolutions.com and cc: accounting@iltanet.org within 2 weeks of travel.

FIREWORKS:

Disney Fireworks begin each night at 9pm. You will have a perfect view of them from the property between Swan and Dolphin or anywhere near the boardwalk/beach club.

'AFTER' drinks: There are several locations on Swan and Dolphin property as well as the beautiful Boardwalk where you can grab drinks after our evening events are over. Maps and more information are available at the hotel, or feel free to ask one of our event staff team members.

Map of property:



THE DOLPHIN

