



# GiGi's Playhouse 2019 National Leadership Conference Primer November 6-10, 2019

We are so excited to host our Annual Leadership Conference for over 300 attendees again this year!! We are looking forward to learning with you, sharing with you and growing with you! We truly are Stronger Together! The information below will help you to prepare for the conference and get you to where you need to go throughout the weekend.

For any last-minute questions, please contact Cayla Catino at [ccatino@gigisplayhouse.org](mailto:ccatino@gigisplayhouse.org)

**Conference Website:** Please check the conference website for all important links, detailed agenda, and more! <https://gigisplayhouse.org/gigis-playhouse-national-conference>

**Registration:** Registration closes 11/3! Conference registration is required and is not the same as booking your hotel room. Registration gives us the number of attendees on each day, and the meal count so we can feed you! Register [HERE](#). Link is also on the conference website.

## Conference App:

The official GiGi's Playhouse Conference app is available for Download. Download the Attendify App and select GiGi's Playhouse 2019 to access the most updated information on schedules, speakers and locations.

## Hotel

**Hyatt Regency Schaumburg  
1800 East Golf Road  
Schaumburg, IL 60173**

Please click [HERE](#) to make your hotel reservation in the GiGi's Playhouse National Conference Room Block. A breakfast coupon is included with your GiGi's reservation. Single and double occupancy is \$135/night, triple or quad occupancy is \$145/night. If you need assistance with your hotel reservation, please call 877-803-7534.

## Dress & Culture

The dress for the conference is business casual. Be comfortable and wear your GiGi's swag! Adult participants with Down syndrome are welcome to attend and please make sure they register as a self-advocate. We will have some limited activities for adults in attendance. Since this is a business conference please find alternate options for young children.

## Schedule Overview:

NOTE: A detailed hourly agenda will be available in the [GiGi's Playhouse Conference App](#). This will be the most accurate and current source of information about the schedule. A printable version will be available at registration.

### Breakfast

Breakfast will not be served at the conference. Please use your breakfast voucher included in the price of the hotel rooms to eat a full sit-down breakfast at the hotel restaurant prior to the conference start time. The coffee shop that is in the front lobby of the hotel also serves coffee and snacks.

### Wednesday November 6, New Staff Training at National Playhouse

9:00am-6:30pm

*(You're welcome to arrive as early as 8:30am for coffee and a meet & greet at Hugs + Mugs Café)*

GiGi's Playhouse, National Playhouse and Hugs + Mugs Café

2350 W Higgins Road

Hoffman Estates, IL 60196

Hotel shuttle available (see below)

### *Session will end with a Field trip to the Deerfield Playhouse Wednesday afternoon!*

We will be assisting with Destination Discovery and have a Playhouse tour. Please be sure to include your transportation needs in your Registration, or update your registration accordingly.

### Thursday November 7, Training Sessions for All Staff, at Hotel

9:00am-5:00pm (check-in and packet pickup begins at 8:30am)

Hyatt Regency

1800 East Golf Road

Schaumburg, IL 60173

### Thursday November 7, Networking Event Hosted by Insperity

5:30-7:30 pm

Westwood Tavern and Tap\*

1385 N Meacham Rd

Schaumburg, IL 60173

\*This is less than a mile away from the hotel. Transportation will not be provided, so please carpool, walk, or take your preferred car service (Taxi, Lyft, Uber).

### Friday November 8, Conference Sessions, at Hotel

9:00am-5:00pm (check-in and packet pickup begins at 8:30am)

Hyatt Regency Schaumburg

1800 East Golf Road

Schaumburg, IL 60173

### Friday Evening Networking Reception, at National Playhouse

5:00-7:00pm

GiGi's Playhouse National Playhouse\*

2350 W. Higgins Rd.

Hoffman Estates, IL 60169

\*Transportation is available to and from the hotel to the National Playhouse

## [Saturday November 9, Conference, Cocktails, Banquet, Award Ceremony and Dance](#)

8:00am-5:00pm – (check-in and packet pickup begins at 7:30am)

5:00pm-6:00pm – Cocktails in the Hotel Lobby

6:00pm-10:00pm – Banquet, Awards Ceremony and Dance in Mahogany Ballroom

Hyatt Regency Schaumburg

1800 East Golf Road

Schaumburg, IL 60173

## [Sunday November 10, Half Day 2020 Planning Workshop](#)

9:00am-12:00 noon – Hyatt Regency

## Transportation

It is not necessary to rent a car for the conference, but you will need to get transportation from airport to the hotel on your own. We will provide transportation to and from the hotel and the National Office on Wednesday and on Friday evening.

### [Taxi or Car Service from O'Hare to Hotels](#)

The hotel does not have a shuttle service to/from the airport, so taxi or Uber/Lyft are your best options. For taking a taxi, it's important to know there are two groups of taxis at O'Hare – one group services downtown Chicago, the other services the suburbs. **Be sure to only take the taxis for the suburbs.** The taxi driver will NOT give you that information!! Reservations can be made in advance by phone or on-line.

Some recommended services:

American Taxi - Americantaxi.com – 847-253-4411

All Star Cab – 847-658-1555

***If you have your own vehicle:*** Please note that shuttle seating is limited, so your assistance is requested to help bring guests to/from the national office on Friday evening. Please meet at the designated meeting times below to take any overflow in your vehicle so everyone can arrive on time. THANK YOU!

### [O'Hare to Hotel](#)

*14 miles. Approximately 20 minutes.*

### [Hotel to the National Playhouse](#)

*7miles. Approximately 15 minutes.*

### [Shuttle Service to/from Hotel and GiGi's National Playhouse](#)

The hotel will provide a free shuttle service at the following times. Meet in front of hotel main entrance 5 minutes before departure time. **Attendees who have cars, please check main entrance for those who missed the shuttle or if there is not enough room in the shuttle. We won't leave anyone behind!**

*Wednesday*

8:30am departure from hotel to GiGi's

*Friday Evening*

5:00pm departure from hotel to GiGi's

7:00pm departure from GiGi's to hotel

***Safe travels!!***