

2021 GIGI'S NATIONAL LEADERSHIP CONFERENCE

COURAGE • COMMUNITY • CLARITY

Conference Toolkit November 3-7, 2021

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

Each year, GiGi's dedicates 4-½ days of training and development for our national network of 60+ playhouses and startups at our Leadership Conference. Attendees will include playhouse volunteers, staff, and board members from all across North America who come together for networking and learning opportunities related to our mission.

#GiGiCon2021 #GenerationG #GiGisPlayhouse

For any last-minute questions, please contact Nicolette Moinet at nmoinet@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: 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! If your situation changes, please be sure to update your registration. This is especially important for 2021! 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 search for "GiGi" and choose GiGi's Playhouse 2021 National Leadership Conference to access the most updated information on schedules, speakers and locations. Make sure you also update your profile in the app!

Hotel

Renaissance Schaumburg Convention Center Hotel
1551 Thoreau Dr N
Schaumburg, IL 60173

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. Please note that we will not have specific activities for the self-advocates in attendance this year. Since this is a business conference, please find alternative options for young children.

Know Before You Go – Health Safety Protocols:

At GiGi's Playhouse, your safety and peace of mind remain our highest priority. Our COVID Protocols for the 2021 National Leadership Conference are designed to protect staff, volunteers, participants, and families throughout our network and in our communities. We aim to give everyone the best possible conference experience while also staying cautious of COVID-19 safety recommendations.

- All attendees will be required to complete a Health Screening questionnaire at the hotel registration and upon entering the National Playhouse clarifying these facts:
PLEASE DO NOT ATTEND IF:
 - You are currently experiencing symptoms of COVID-19
 - You have been exposed to COVID-19 in the past 10 days
 - You have tested positive for COVID-19 in the past 10 days
- Face Coverings, Social Distancing, and Hand Sanitizer
 - Face coverings will be required for this event.
 - Face coverings should be worn by guests as you approach the entry doors, in lobbies, restrooms, and in the seating area. Exceptions apply when a guest is actively eating or drinking.
 - We will be taking precautions to enable as much distance as possible in meetings, and to avoid having too many people in small spaces. We ask that if you see a crowd, wait a bit before going into that area.
 - There will be hand sanitizer around the hotel, session rooms, and the playhouse for your use. We also advise you to bring your own.
- Please remember the three W's:
 - Wear your mask
 - Wash your hands
 - Wait if there is a crowd
- COVID Comfort Levels: At registration we will ask you what your comfort level is, and you can choose the corresponding color sticker to put on your nametag.
 - **Red: I'm keeping my distance**
 - **Yellow: Ok with talking, but not touching.**
 - **Green: OK with hugs and high-fives.**

We thank you in advance for abiding by these protocols!

Schedule Overview:

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

Breakfast

Please use your breakfast voucher included in the price of the hotel rooms for the cafe at the hotel prior to the conference start time. In the mornings, only coffee and tea will be served in the conference center. Dining options at the hotel are listed below:

Food options in hotel:

- RENdevous Café – brews Starbucks coffee & offers hot items to order; grab-and-go style type breakfast sandwich items, bagels, etc.
- Gather Lounge – Breakfast/Lunch/Dinner/Bar. Ala carte menu. Casual dining option.
- Schaumburg Public House – New restaurant opening mid-October. Breakfast buffet & ala carte menu. Casual dining option.

Wednesday November 3, New Staff Training at National Playhouse

9:00am - 5:00pm

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

GiGi's Playhouse Hoffman Estates, Hugs + Mugs Café, and GiGi's National Office

2350 W Higgins Road

Hoffman Estates, IL 60196

Please join us at the National Playhouse for our **New Staff Training** where we offer you the chance for a tour of the flagship Playhouse, trainings for new staff, the chance to participate in numerous programs, and lunch made by our adult participants.

**Transportation is available to and from the hotel to the Playhouse through hotel shuttle service (see below), Uber/Lyft/Taxi, or by carpooling with other attendees.*

Thursday November 4, Training Sessions for All Staff, at Hotel Conference Center

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

Renaissance Schaumburg Convention Center Hotel

1551 Thoreau Dr N, Schaumburg, IL 60173

Thursday November 4, 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, catch the hotel shuttle bus, or take your preferred car service (Taxi, Lyft Uber).*

Friday November 5, Conference Sessions, at Hotel Conference Center

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

Renaissance Schaumburg Convention Center Hotel

1551 Thoreau Dr N, Schaumburg, IL 60173

Friday Evening Networking Event, at National Playhouse

5:00-7:00pm

GiGi's Playhouse Hoffman Estates*

2350 W. Higgins Rd.

Hoffman Estates, IL 60169

Please join us at the National Playhouse for our “*Network and Go*” event where we offer you the chance for a tour of the flagship Hoffman Estates Playhouse, Hugs + Mugs Café, and GiGi's national office, enjoy appetizers and drinks, network with your peers. In order to keep crowds down, we welcome continued networking back at the hotel.

**Transportation is available to and from the hotel to the Playhouse through hotel shuttle service (see below), Uber/Lyft/Taxi, or by carpooling with other attendees.*

Saturday November 6, Conference and Banquet, at Hotel Conference Center

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

5:00pm - 6:00pm – Cocktails in ballroom foyer after group photo
6:00pm-10:00pm – Banquet, Annual Awards Ceremony, and Dance in the Ballroom
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1551 Thoreau Dr N, Schaumburg, IL 60173

Sunday November 7: 2022 Strategic Planning Workshop, at the Hotel Conference Center

9:00am-12:00 noon
Renaissance Schaumburg Convention Center Hotel
1551 Thoreau Dr N, Schaumburg, IL 60173

Transportation

The hotel does not have a shuttle service to/from the airport, so Uber/Lyft or taxi are your best options. For Wednesday and on Friday evening, the hotel has a shuttle service to take guests to and from the hotel and the National Playhouse.

If you have your own vehicle: Please note that shuttle seating is limited, so your assistance is requested to help transport guests to/from the National Playhouse on Friday evening. Please meet at the designated meeting times 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

9 miles. Approximately 15 minutes.

Shuttle Service to/from Hotel and GiGi's National Playhouse & Insperity Dinner

The hotel has a shuttle service that runs Monday – Friday from 7am-11am & 4pm-8pm. The shuttle service is first come, first serve basis within a 3-mile radius of the property. There is no signage, but any guests may go down to the front main entrance near the valet booth to catch & request shuttle. **Attendees who have cars, please check the main entrance for those who missed the shuttle or if there is not enough room in the shuttle. We will not leave anyone behind!**

Safe travels!!