



We are so excited to host our 2024 Annual Leadership Conference in Schaumburg, IL! We're looking forward to learning, sharing and growing with you and our entire network of Playhouses! The information below will help you prepare for the conference and get you where you need to go throughout the week.

Each year, GiGi's dedicates 5 days of training and inspiration for our international network of 65+ Playhouses and startups at our Annual Leadership Conference. Attendees will include Playhouse Volunteers, Staff, and Board Members from across North America, who come together for networking and learning opportunities related to our mission.

#GiGisConference

#GenerationG

#GiGisPlayhouse

For any last-minute questions, please contact [conference@gigisplayhouse.org](mailto:conference@gigisplayhouse.org)

GIGI'S PLAYHOUSE, INC | 2350 W Higgins Rd, Hoffman Estates, IL 60169

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## Overview

### Conference Website

The Conference web page, <https://gigisplayhouse.org/gigis-playhouse-national-conference/> can also be found at [GiGisPlayhouse.org](https://gigisplayhouse.org) under the EVENTS tab. Please check the conference website for a preliminary schedule, general updates, breakout session details, and more!

### Registration

**Conference registration is REQUIRED, and it is not the same as booking your hotel room.** It's how you tell us which days you'll be present and which meals you'll be joining us. Please register [HERE](#) with Whova. This is the only way we know how many seats we need and how much food to prepare. If anything changes, please be sure to update your registration answers. Link is also on the conference web page above.

### Conference App – Whova

The official GiGi's Playhouse Conference app is available on [Google Play](#) and the [App Store](#) (logo above). Download **Whova** and search for "GiGi"; choose 2024 GiGi's Annual Leadership Conference to access updated information on schedules, speakers, and locations. Make sure you also update your profile information and add a picture! Pictures cannot be added through the app, but they can be added by computer.

**Please DO NOT put "GiGi's Playhouse" in the headline/organization field. Instead, please write your playhouse location and (optional) title. e.g., "Annapolis, Site Manager"**

### Hotel Information:

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

- Check-In: 4:00 pm // Check-Out: 11:00 am
- Complimentary on-site parking
- Fitness center is open 24 hours // Indoor saline pool & whirlpool are open 6:00 am-10:00 pm daily

Embassy Suites by Hilton Chicago Schaumburg Woodfield  
1939 N Meacham Rd  
Schaumburg, IL 60173

- Check-In: 4:00 pm // Check-Out: 11:00 am
- Complimentary on-site parking & Breakfast

### Dress & Culture

The dress for the conference is business casual. Be comfortable and wear your GiGi's swag on Saturday! Some people choose to change/dress up a bit for the Saturday evening Banquet & Dance.

GiGi's Ambassadors (self-advocates) are welcome to attend. Please make sure they register too! Also, please note that we will have specific sessions for GiGi's Ambassadors in attendance on Friday and Saturday. Since this is a business conference, please find alternative options for young children.

## Schedule Outline

*The official hourly agenda will be available in the GiGi's Playhouse Conference App in Whova. This will be the most accurate and current source of information about the schedule. A printable version will also be available onsite.*

### Breakfasts

Please use your breakfast voucher included in the price of the hotel rooms for the Rendezvous Cafe at the hotel prior to the conference start time. In the mornings, only coffee and tea will be served in the convention center.

Dining options at the hotel are listed below.

- **Rendezvous Café** – Open daily from 6:30 am to 4:00 pm, stop by for delicious grab and go options. Breakfast includes sandwiches, pastries, and coffee drinks.  
**COUNT ON LONG WAIT TIMES IN THE MORNING, SO PLEASE PLAN ACCORDINGLY.**
- **Schaumburg Public House** - open M-F from 6:30 am - 11:00 pm, and Sat-Sun from 7:00 am - 11:00 pm. For the perfect place to connect when you arrive, grab a glass of wine and enjoy great food.

### Wednesday, November 6, New Staff Training

3:00 pm – 7:00 pm

*You're welcome to arrive as early as 2:30 pm to do some shopping for branded items and for coffee and gelato at Hugs + Mugs!*

- GiGi's Playhouse Hoffman Estates, Hugs + Mugs Café, and GiGi's National Office  
2350 W Higgins Road  
Hoffman Estates, IL 60169

Please join us at the National Playhouse for our **New Staff Training** where we offer you a detailed tour of the flagship Playhouse by GiGi's Founder, Nancy Gianni, training for new staff, an opportunity to get to know your peers, and enjoy a classic Chicago-style dinner together.

*\*The best way to get to/from the Playhouse is through the Ride Share option with other attendees in the conference app, or through Uber/Lyft. There will be no hotel shuttle to/from the Playhouse on this day.*

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

9:00 am – 5:00 pm

*Check-in and packet pickup begins at 8:30 am in Utopia Foyer*

Renaissance Schaumburg Convention Center Hotel

1551 Thoreau Dr N, Schaumburg, IL 60173

### Thursday Evening, Staff Mixer

6:00pm – 8:00 pm

- Drink Lounge  
871 E Algonquin Rd  
Schaumburg, IL 60173

**Hotel Shuttle:**

The shuttle is first come, first served and will pick up at main entrance at the following times:

5:45pm and 6pm from hotel to drink

7:45pm and 8pm from drink to hotel

**Ride Share:**

Ride Share option with other attendees in the conference app, or through Uber/Lyft

**Friday, November 8, Conference Sessions**

9:00 am – 5:00 pm

*Check-in and packet pickup begins at 8:30 am in Utopia Foyer*

- Renaissance Schaumburg Convention Center Hotel  
1551 Thoreau Dr N, Schaumburg, IL 60173
- General session starts promptly at 9am!

**Friday Evening Networking Event**

5:30pm – 7:00pm

- GiGi's Playhouse Hoffman Estates\*  
2350 W Higgins Road  
Hoffman Estates, IL 60196

**Rainbow Shuttle:**

The shuttle is first come, first served and will pick up at main entrance at 5:15pm

**Ride Share:**

Ride Share option with other attendees in the conference app, or through Uber/Lyft

Please join us at the National Playhouse for our Networking 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 heavy appetizers, drinks, and network with your peers. We also welcome continued networking back at the hotel afterward.

**Saturday, November 9, Conference and Banquet**

8:00 am – 4:45 pm

*Check-in and packet pickup begins at 7:30 am in Utopia Foyer*

- Renaissance Schaumburg Convention Center Hotel  
1551 Thoreau Dr N, Schaumburg, IL 60173
- **General Session starts promptly at 8am!**
- **Be sure to go to the group photo at 4:45 pm!**

**Saturday Evening Banquet and Awards Ceremony**

5:30 pm – 6:30 pm

*Cocktail Reception in Utopia Foyer*

6:30 pm – 10:30 pm

*Banquet Dinner, Annual Awards Ceremony, & Dancing*

- Renaissance Schaumburg Convention Center Hotel – Utopia Ballroom

Sunday, November 10: 2024 Strategic Planning Workshop, at the Hotel Conference Center

9:00 am – 12:00 noon

- Renaissance Schaumburg Convention Center Hotel – Utopia Rooms

**Travel and Accommodations**

Hotel Location and Travel Times

Renaissance Schaumburg Convention Center Hotel

1551 Thoreau Dr N

Schaumburg, IL 60173

- O'Hare to Hotel - *13 miles. Approximately 20-25 minutes.*
- Hotel to the National Playhouse – *6.5 miles. Approximately 15 minutes.*

### Transportation to/from Hotel and GiGi's Playhouse Hoffman Estates/National Office

Hotel Shuttle: The hotel shuttle is free but is only available within a 3-mile radius of the hotel. This includes the staff mixer on Thursday evening. The shuttle will meet at the main entrance and is first come, first served. The airport is unfortunately outside this range.

Rainbow Shuttle: This shuttle is also free and will be first come first served for the Network Reception at the National Office on Friday. The shuttle will service 24 people and will only be provided to Hoffman.

Uber/Lyft/Taxi: Always a great option for ultimate flexibility.

- Please be careful NOT to use the standard Taxi line at the airport, as those taxis are for going into the city and will charge 150% of the fare to go to the suburbs.
- If you choose to use a taxi, be sure to call American Taxi at (847) 252-9237

Ride Sharing with Other Conference Attendees:

- Within the Whova app, under "Community," search "Ride" to access ride sharing communications.
  - ***If you have your own vehicle:*** Your assistance is requested to help transport guests. If you are able, please share your availability using the "Ride Sharing" Community. Meet at the designated times and locations to take any overflow in your vehicle so everyone can arrive on time. THANK YOU!
  - ***If you need a ride:*** Simply post your needs and review the ride availability from other attendees!