

FINAL LETTER **ATLANTA ACTION '95**

Dear Participant:

We have a few nitty-gritty items to go over with you to avoid as much confusion as possible, and help make your trip and arrival easier.

PHONE:

Before Saturday, March 11, 1995, call: **(617) 894-8340**. From Sunday 3/12 through Sunday 3/19 call the Sheraton and ask for the 'Coming Together' Convention. Call: The Sheraton Colony Square **(404) 892-6000**

PRE-REGISTRATION:

If you are already registered, you should have received your confirmation letter with your financial statement. If you have a '**BALANCE DUE**', you can square away your account upon arrival.

Sorry, we cannot accept personal checks after March 1. However, if you have a balance due, or want to attend a luncheon, or a Host Organization sponsored event, you can pay upon arrival at the hotel. We can accept **Visa/MC, traveler's checks, or cash.**

HOTEL RESERVATIONS:

We are at the **Sheraton Colony Square Hotel in Atlanta, GA. You are responsible for making your own reservations.** Also, when you make your reservations, be sure to let them know who you are, namely, you are with the **IFGE 'Coming Together' Convention.**

Address: The Sheraton Colony Square Hotel, 188 14th St N.E., Midtown Atlanta, GA 30361 **Phone:** **(404) 892-6000**

DIRECTIONS TO THE SHERATON COLONY SQUARE:

The Sheraton Colony is located on the north side of downtown Atlanta, on the northeast corner of the intersection of Peachtree and 14th Streets. Street.

DRIVING:

From South: I-75 north to exit #102 (10th St, 14th St, Techwood Dr). Up ramp to 1st light (14th St). Turn left. Go ½ mile. Hotel on left.

From North: I-75/I-85 south to exit #101 (10th St, 14th St Georgia Tech). Up ramp to 2nd light (14th St). Turn right. Go ½ mile. Hotel on left.

OTHER:

From Atlanta Hartsfield Airport: Taxis are expensive (app. \$20, + \$2 for each additional person). It's better to either take the public transportation system (MARTA) or the Atlanta Airport Shuttle.

MARTA: Take MARTA to the 15th St / Symphony Hall (Arts Center) exit. Go one block east to Peachtree Street, then one block south to 14th Street. The Sheraton is on the northeast corner of Peachtree and 14th.

Shuttle: The Atlanta Airport Shuttle (524-3400, or 1-800-872-2770) leaves from the airport to the hotel every 20 minutes for 7:00 AM to 11:00 PM. The cost is \$8.00 per person, and \$14.00 round trip. The shuttle leaves from the hotel to the airport ten minutes after the hour from 7:10 AM to 7:10 PM.

UPON ARRIVAL:

Pick up your room key from the hotel registration desk, then come to our registration room (Sherwood Room).

Convention Registration/Bookstore/Reception/Vendors/Chat-And-Have-A-Good-Time Room: We are in the Sherwood Room, which is on the lobby level, up one short flight of stairs. If you have difficulty climbing stairs, hosts/hostesses will be available to assist you.

Pick up your registration package in the Registration Room.

Roommates: If you are looking for a room or looking for a roommate, prior to Friday, March 10, call the IFGE office (617-894-8340). After that, just come to the registration room. We will have a bulletin board there for your convenience.

RULES & REGULATIONS:

ATTITUDE:

'Coming Together' is a serious minded event. It is an attempt to put our community's best foot forward, not only to the general public, but to ourselves. This emphasis on pride, dignity, and self-respect is why we will use only quality hotels for our conventions, and why we place such a high premium on our code of conduct.

We expect all our participants to conduct themselves in a proud and dignified manner, to respect the rights and feelings of other participants, the hotel staff, the hotel guests, and the general public.

CODE OF CONDUCT:

We expect all participants to exercise good manners, common sense, and to protect the security and peace of mind of all persons, including other participants, hotel staff, and the general public.

SECURITY:

We expect conference participants to comply with our code of conduct, and all hotel staff to conduct themselves in a dignified and professional manner at all times. Should problems arise they will be dealt with as quickly as possible between conference organizers and hotel management staff.

COMMUNICATIONS:

DAILY NEWSLETTER:

The Daily Newsletter will be our primary means of communication. A table will be set up outside the Sherwood Room (registration), and in the meeting room area.

There will be a collection box on the table for anyone wishing to place an announcement in the Newsletter. Also, when the Newsletter is printed (late evening), copies will be placed on that table. Copies will also be placed near the hotel's registration desk.

PROGRAM SCHEDULE:

A daily program schedule will be placed outside the Sherwood Room, so you can see at a glance what's happening today and tomorrow.

BULLETIN & SIGN-UP BOARD:

A bulletin board will also be placed outside the Sherwood Room. Any special announcements will be posted.

Sign-up sheets for special outside events (dining out, shopping trips, bar-hopping, etc.) will be posted.

PUBLIC ANNOUNCEMENTS:

Important announcements will also be made during each luncheon.

IFGE BOARD OF DIRECTORS, KEY STAFF:

For communications purposes, private mailboxes will be placed in the registration room. Please check your mailboxes twice a day.

BATHROOMS / POOL:

The Sheraton has no specific restroom or pool policy, but we ask you to use common sense. Basically, don't use the public restrooms, except for those nearest our meeting areas, and stay out of the pool if there are other people, especially kids, using it.

THE MEDIA:

The media is not allowed in the convention without permission from either Merissa Sherrill Lynn, Eve Burchert, or Terry Murphy. However, that doesn't mean someone won't sneak through. **DO NOT TALK TO THE MEDIA!!!** We have trained media hosts/hostesses specifically for that purpose.

Remember, the media's job is to sell something, and many of them are unethical, and don't care who they hurt in the process... so please, once again, don't talk to the media. If you are approached by a member of the media, and they do not have authorization, we would be most grateful if you brought the incident to our attention. Also, the hotel security has been notified of the possibility of "gate crashers".

PHOTOS:

IFGE uses many photographers to document the convention. Selected photos will then be placed in the TV/TS Tapestry, and the convention photo album, and a few will be used to promote future conventions.

It is an impossible task to ask for photo releases from everyone at the convention, and even more impossible for the photographers to know who does or does not want their photo taken. Although the photographers have been instructed to make every effort to ask first, and not "catch" people in the background, we ask that **you take the responsibility of informing the photographer** whether or not you want your photo taken.

SPECIAL MEALS:

Vegetarian and Kosher meals are available upon request. Please see the Registrar upon arrival.

SPECIAL EVENTS:

There are many wonderful and exciting things to do in Atlanta, so many that it is nearly impossible to plan for a specific event. For instance, you may want to make an excursion to Lookout Mountain or Stone Mountain, or enjoy a few of Atlanta's magnificent restaurants and shops, or visit CNN, or Atlanta Underground, or Coca Cola. Because of the rich diversity of things to do, we will coordinate outside activities through the newsletter and announcements and sign-up sheets in the Sherwood Room.

In addition to the outside activities, there is almost always a party or reception going on somewhere. The Thursday night informal TS's and friends pizza party is just one example. Keep an eye out for these functions in your newsletter and the bulletin board.

Fund Raiser, Friday, 3/18

Atlanta Gender Explorations (A.G.E.), the open support group in town, has organized a special performance by Kate Bornstein in the 14th St. Playhouse, directly across the street from the Sheraton. The proceeds will be split between A.G.E. and AEGIS. Tickets are **\$22.50**.

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OTHER:

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See you in Atlanta.

Merissa Sherrill Lynn
Convention Director

MARTA: Take MARTA to the 15th St. Peachtree Station. Get off at Peachtree Station. Then one block south to 14th St. The Sheraton is on the northeast corner of Peachtree and 14th.

Shuttle: The Atlanta Airport Shuttle (824-3400 or 1-800-872-2776) leaves from the airport at 7:00 AM and returns to the hotel at 7:10 PM. The shuttle leaves from the hotel to the airport ten minutes after the hour from 7:10 AM to 7:10 PM.

P.S. If you have any additional questions, please feel free to contact me at IFGE, P.O. Box 367, Wayland, MA 01778 617-894-8340.

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