



Center for Cultural Interchange
Hometown Hiring Party 2010
Employer Booking Form

Today's Date: *CCI suggests booking deadline 4 weeks before the event!*

Full name of attendee (one representative per form):

Date of Birth (flight booking purposes):

Name of company:

Number Hiring:

Work Phone: () Fax: ()

Email:

Do you have any dietary restrictions or special requests? If yes, please explain.

Hotel reservation details:

Arrival date to Dana Hotel: Standard:

Departure date Dana Hotel: Standard: *next day, late afternoon/ early evening*

Flight details: should be listed in the included section

Originating Airport Code (preferred airport): Nearby Major Airport Code:

Guests may arrive to O'Hare or Midway, Chicago

Preferred Arrival Date/Time: *Suggested: before 11:00 am*

Preferred Departure Date/Time: *Suggested: next day, late afternoon/ early evening*

What's included?

- Hotel accommodations at the Felix or Dana Hotel during event dates (one night)
- If you would like more than one guest to attend, please discuss with your CCI Placement Coordinator.
- Excursion (optional)
- Meals are listed on the below agenda. For dinners & outings over 4 blocks from the hotel, transportation is provided.

What's not included?

- Meals outside of dinners and events hosted by CCI
- Airport transfer (transfer in Chicago is between \$3 and \$45 each way, depending on which mode you choose – more details will be provided on transportation options.)

Tentative Thumbnail Agenda:

Arrival Day:

Lunch at CCI National Office – 746 North LaSalle Drive, Chicago, 60654
Afternoon Interviews or excursion
Dinner

Departure Day:

Breakfast at CCI National Office – 746 North LaSalle Drive, Chicago, 60654
Morning interviews or optional excursion
Departure

Please fax or email completed form to Monica Yates (myates@cci-exchange.org)

Fax: 312.944.2644

We look forward to seeing you in Chicago!