



Business Training Center for international school business leaders

A program sponsored by the Principals Training Center for International School Leadership
110 Breeds Hill Road, Unit 2, Hyannis MA 02601, USA
Tel: +1 508 790 1748 • Fax: +1 508 232 6006
TCRegistrations@aol.com www.ThePTC.org

2012 Institutes General Information for Participants Miami: 11-14 July, 12-18 July

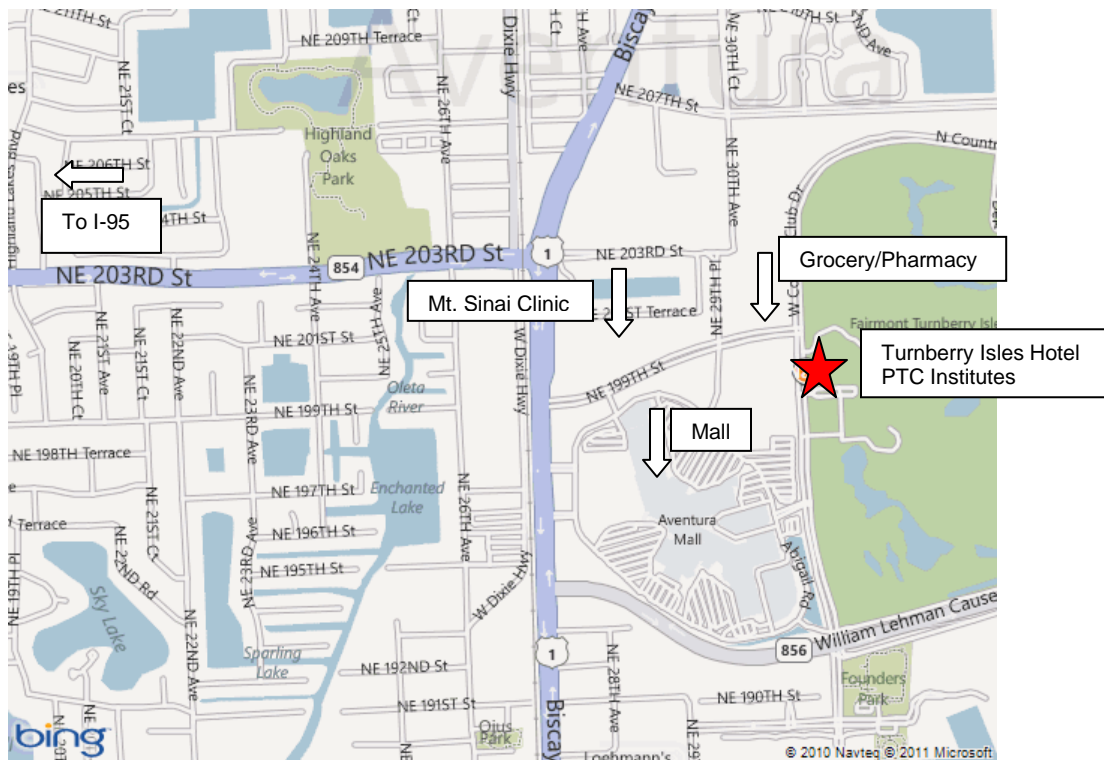
11-14 July Fundraising in the International School (*new 4-day course*)
12-18 July Finance in the International School

IMPORTANT REMINDER: YOU MUST BRING A LAPTOP TO YOUR SESSION.

Location

The Turnberry Isle Hotel and Resort, 19999 West Country Club Drive
Aventura, Florida 33180 USA

Phone: +1 305 932 6200 • Hotel Fax: +1 305 933 6554 • Reservations Fax: +1 305 933 6560 <http://turnberryislemiami.com/>



HOW TO GET THERE

FROM MIAMI INTERNATIONAL AIRPORT 18.7 MILES TO THE TURNBERRY ISLE HOTEL

- **AIRPORT SHUTTLE:** No reservations needed. Go to the lower level, outside the baggage claim area. Shuttle representatives are dressed in yellow shirts or blue jackets. They will call a van for you upon request and operate 24 hrs. Cost: \$30 per person. Please note that you may have to wait for more riders to join the shuttle and it may take longer to arrive at the Turnberry as the shuttle will stop at multiple hotels. You may request a private van for up to 10 passengers for \$65. More info available at <http://www.supershuttle.com>, telephone: +1-305-871-2000 or +1-800-258-3826.

- **BY TAXI:** There is a flat zone fare of \$53 from the airport to the hotel each way. (35 minute ride).
- **BY CAR:** The drive from Miami International Airport takes approximately 35 minutes.
 - Exit the airport and follow the signs to I-95 North, via route 112
 - Take I-95 North to Ives Dairy Road, exit 16 (also called NE 203 Street).
 - Go East on Ives Dairy Road to US1 (also called Biscayne Blvd).
 - Turn right on Biscayne Blvd and immediately make first left at the traffic light onto Aventura Blvd (NE 199 Street).
 - Continue to the end and turn right on West Country Club Drive. The resort's main entrance is on your left.
 - Note: there is a \$1.25 toll on expressway 112

FROM FT. LAUDERDALE INTERNATIONAL AIRPORT 11.6 MILES TO THE TURNBERRY ISLE HOTEL

- **AIRPORT SHUTTLE/LIMO:** No advanced reservations needed upon arrival to Ft. Lauderdale. Proceed to sidewalk outside baggage claim area and look for the Go Airport representative. They will call the shuttle for your pickup. Fare: \$20 per person for a shared ride (up to 10 passengers). You may request a private sedan for \$58 holding up to 4 passengers. For returns back to the airport from the hotel, Go Airport requires 24 hours advance notice. Note that private sedan return rate is \$81. Go Airport Shuttle www.floridalimo.com (call for reservation) phone: +1-954-561-8888 toll free phone: +1-800-244-8252.
- **BY TAXI:** Expect to pay \$40 from the airport. It is about a 30 minute ride. Ft. Lauderdale Cab Company telephone: +1-954-456-1111
- **BY CAR:** The drive from the Fort Lauderdale Airport takes approximately 30 minutes.
 - Exit the Airport and follow signs to I-95 South.
 - Take I-95 South to Ives Dairy Road, exit 16 (also called NE 203 Street).
 - Go East on Ives Dairy Road to US1 (also called Biscayne Blvd).
 - Turn right on Biscayne Blvd and immediately make the first left at the traffic light onto Aventura Blvd (NE 199 Street).
 - Continue to the end and turn right on West Country Club Drive. The resort's main entrance is on your left.

ACCOMMODATION

During registration, BTC participants have the option of purchasing shared or private accommodation at the Turnberry Isle Hotel at a special PTC rate. The shared accommodation option includes a double room with the registrant paired with another BTC participant (you can request a specific roommate at the time of registration) at a cost of US\$562 for six nights or \$281 for three nights. The private room option costs US\$962 for six nights or \$484 for three nights. Rooms at the PTC rate are offered on a space-available basis. Please note that each extra person above two adults sharing a room will be charged an additional \$50 per night. There will be no charge for children up to and including the age of 18 years who share with their parents. Maximum occupancy per room is four.

All rooms at the Turnberry Isle Hotel are non-smoking and offer the following amenities: complimentary internet access, telephone, TV, daily maid and turndown service, iron and ironing board, coffee and tea maker, mini-refrigerator, in-room safe, (free safe deposit boxes also available at the front desk), air conditioning, balcony, spacious bathroom with tub and shower, hair dryer, free local and toll free calls, unlimited round trip transportation to the Aventura mall, daily newspaper, access to the fitness center.

There are 3 outdoor swimming pools and a three-mile jogging track located on the hotel property. The Turnberry's complimentary private ocean club on the beach, approximately 1 km, is accessible via the hotel's free shuttle. Golf and tennis facilities as well as spa services are offered at an additional charge.

BUSINESS CENTER

- Internet kiosks at a rate of \$9.95 plus tax for each 15 minutes.
- Complimentary printing of your boarding passes.
- Photocopying, faxing, and the printing from USB drives. Rates provided upon your arrival.
- Open M-F 8am-5pm, Sat and Sun 8am-12pm.

PARKING

Hotel parking is \$15 per day, and \$30 per overnight stay. There is also a shopping mall parking lot just across the street from the hotel where you can park for free at your own discretion.

MEALS

Meals for *all* BTC participants include:

- Welcome buffet dinner on the first night of the course (and dinner the last night before the course ends for the Finance course).

- Two coffee breaks daily.

All other meals are on your own. There are restaurants in the hotel as well as a Publix Supermarket offering deli-style sandwiches across the street and the Aventura Mall within walking distance and with complimentary hotel shuttle.

Additional meals for those who have selected the 'with accommodation' option:

- A full buffet breakfast each morning

WHEN TO ARRIVE

BTC course check-in is from **1:00pm-3:00pm** on the first date of the course.

Hotel check in begins at **4:00pm** on the first date of the course. Every effort will be made to accommodate participants arriving before the check-in time, however, rooms may not be immediately available. If you arrive prior to 4:00 and your room is not ready, the hotel will allow you to store your luggage until your hotel room is available for check-in. Please note that you will be given time between the end of the course and the banquet dinner to check in. Please do not be late to the class because you are checking in to your room.

The hotel front desk will have a welcome letter for you with information on where to go to register for your BTC course. The introductory session will begin at **4:00pm** on the first date of the course, followed by dinner at **6:30pm**. You should arrive in plenty of time to attend this first session. It is essential to the rest of the course.

CHECK IN DEPOSIT

Each participant will be required to pay a security deposit to the Turnberry Isle Hotel and Resort to cover incidentals (i.e. telephone calls, rentals, room service, etc.). This deposit is refundable upon check out if not used. Plan to provide a credit card upon check in which will be authorized for \$100. The credit card **must** bear your name or authorization to charge (please bring a letter signed by the cardholder). If you do not have a credit card the hotel will collect \$50 in cash upon check-in and request an additional \$50 each time that is consumed by incidentals. Any balance will be refunded upon check out.

DAILY SCHEDULE 7-day course (Finance in the International School)

Day 1	<ul style="list-style-type: none"> • Course check-in from 1:00pm-3:00pm • Courses start at 4:00pm, end at 6:00pm • Welcome banquet in the evening for all participants at 6:30pm
Day 2-5	<ul style="list-style-type: none"> • 8:00am-3:30pm Workshop Sessions • 3:45pm-5:30pm Reflection Sessions <p>Training is intensive. Little free time is available during the course for off-site activities.</p>
Day 6	<ul style="list-style-type: none"> • 8:00am-3:30pm Workshop Sessions • 3:45pm-5:30pm Reflection Sessions • Closing banquet in the evening
Day 7	<ul style="list-style-type: none"> • Classes end at approximately 1:00pm. <p>The hotel requires check out of all sleeping rooms by 12:00 pm. A luggage storage facility is available for convenience. Plan to check out before class. Late check out is subject to an extra nights charge. The final morning is an essential part of the course. Please arrange your travel so that you can be present through this final session.</p>

DAILY SCHEDULE 4-day course (Fundraising in the International School)

Day 1	<ul style="list-style-type: none"> • Course check-in from 1:00pm-3:00pm • Courses start at 4:00pm, end at 6:00pm • Welcome banquet in the evening for all participants at 6:30pm
Day 2-3	<ul style="list-style-type: none"> • 8:00am-3:30pm Workshop Sessions • 3:45pm-5:30pm Reflection Sessions <p>Training is intensive. Little free time is available during the day for off-site activities.</p>
Day 4	<ul style="list-style-type: none"> • Classes end at approximately 1:00pm. <p>The hotel requires check out of all sleeping rooms by 12:00 pm. A luggage storage facility is available for convenience. Plan to check out before class. Late check out is subject to an extra nights charge. The final</p>

morning is an essential part of the course. Please arrange your travel so that you can be present through this final session.

Note: Participants must complete the full institute in order to receive a certificate of completion. Those who arrive late or depart early **will not** receive confirmation of participation. Please be sure to make your travel arrangements accordingly.

COURSE MATERIALS

Your course materials are digital and will be available for download as of 1 June 2012. They will be posted on TC Connection (see below) within your class group. No print copies will be available.

TC CONNECTION - Course Portal online

After you register for a course, you will be invited into a 'class group' on the PTC's social network, [TC CONNECTION](#). This is a vital portal to your class where you will access class materials, connect with others in your class, interact with your instructor/s, and post files, pictures, and messages. Become familiar with your 'class group' on TC CONNECTION prior to arrival at the course, as it will be the main access point for all things related to your course. You can access TC Connection from the PTC web site (www.ThePTC.org)

WHAT TO BRING

- All pre-readings and assignments that you receive from the PTC office
- Laptop computer with wireless internet access (required for all BTC courses)
- A sweater or sweatshirt (all training rooms are air-conditioned)
- An umbrella
- Dress for the course is casual

EXTRA NIGHTS

If you need a room either before, or after **submit the extra night request form directly to the hotel via fax**. *This form can be found on the home page of the PTC web site, www.ThePTC.org. The PTC does not handle any additional reservations for days in Miami outside of the course dates.* The hotel is holding a limited number of extra rooms, at the PTC rate of **\$149.16 single/double** (includes \$132 room rate plus 13% tax) per night. **This rate does not include breakfast.** The hotel will confirm availability within 3-5 business day of receipt of your form. Please contact them EARLY as space is limited. **The deadline to request rooms with the extra-night reservations form is 15 May 2012.** (Please note that reservation requests received after 15 May 2012 may be charged a higher room rate if space is still available).

GRADUATE CREDIT

The BTC Finance course is available for graduate credit through The College of New Jersey. A representatives from the university will be on site to answer any questions and assist you in completing the appropriate paperwork. You must sign up for graduate credit online during your course at www.ThePTC.org. BTC will collect the fee of \$450 USD for credits during the course and pass it on to the university. Those taking a course for credit will be required to complete an additional assignment. Please contact the university directly if you have any questions about matriculation, their degree programs, etc. *(Please note that graduate credit is not available for the 4-day Fundraising course).*

CANCELLATION POLICY (PER COURSE)

The first \$500 of your course fees are non-refundable. For registrants who withdraw after 1 May 2012, one half of the total course fees, after the deduction of the \$500, will be retained as a PTC credit for future use. Cash refund only with special PTC authorization.

TRAINING AT THE BTC IS INTENSIVE

While there are no evening sessions, you may have reading and/or short writing assignments to complete. There is little free time available during the course for off-site activities. Attendance of family members who are not attending the course is discouraged.

BTC CONTACT

If you have any questions or need any other assistance, contact the PTC office: **Phone:** +1 508 790-1748
Fax: +1 508 232-6006 **Email:** TCRegistrations@aol.com