

## Travel Checklist (as stated on podcast)

- Read and Print Selection Notice Letter received from NLC/NVTI
- Read and Print all attached documents to the selection notice letter email
- Listen to Travel Podcast
- Contact NLC/NVTI by phone or email to make travel/hotel arrangements
  - We need the following information:
    - Your name as it appears on photo ID
    - Social Security Number
    - Airport City you are departing from
    - Business/Cell phone numbers
    - Flight Preferences
    - Any special needs you have
- Print out course slides from NVTI website [www.nvti.cudenver.edu](http://www.nvti.cudenver.edu) in handout format
- Check hotel information on selection notice letter
  - Doubletree Hotel  
3203 Quebec Street  
Denver, CO 80207  
(303) 321-3333  
Directions from DIA: Exit I-70 to southbound Quebec Street- go about 10-12 blocks to the Doubletree Hotel
- Read hotel shuttle policy and pick-up location on selection notice letter
- Print out Travel Itinerary E-ticket for flight information
- Pack business casual attire for class (jeans okay for last day of class)
- Check in at airport to receive boarding pass
- Be sure to bring a credit card for check-in at the hotel- WILL NOT BE CHARGED for hotel room
- Check-in to hotel- receive participant folder for class
  - Participant folder includes:
    - Welcome letter
    - Location of training room
    - Meal tickets
    - Information about Denver/Things to do
    - Map
    - NLC/NVTI information
- Meal tickets in Participant Folder
- Travel Reimbursement form can be picked up in class- take this form home with you to send back to NLC/NVTI with receipts for travel, mileage or baggage
  - Address to send form:  
NLC/NVTI  
Attn: Deb Barley  
3401 Quebec Street Suite 500  
Denver, CO 80207
- Attend class 😊
- Make arrangements with hotel concierge for shuttle drop-off time from Doubletree hotel to Denver International Airport 24 hours prior to departure for Friday afternoon- allow 2 hours for check-in and security
- Don't forget to get out and explore the great city of Denver, CO while you are here!!!