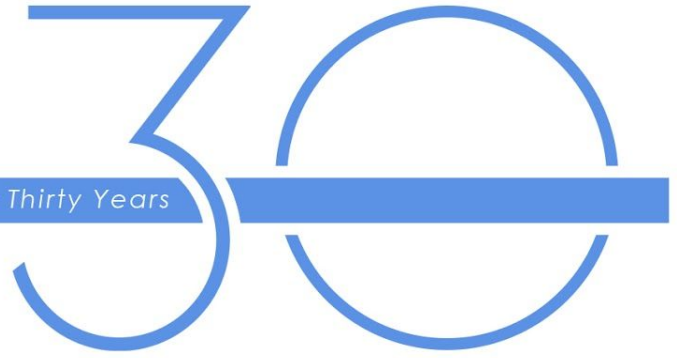


AMUN

Bringing Global Perspectives to Future Leaders for Thirty Years

**Everyday Diplomacy:
Educational Excellence**



American Model United Nations Conference Preparation Newsletter *Hotel and Travel Accommodations*

Greetings from the AMUN Secretariat. This email contains information about viewing your invoice, but most of it is about making hotel reservations, travel, and logistics. We want to give you as much time as possible to make your travel and lodging arrangements: this newsletter should cover just about everything you need to know.

View Your Invoice Online

AMUN has made your [invoice available online](#) for review and printing whenever is convenient and as often as needed. Please take a moment to review your invoice now. Doing so will save your group time and effort later and expedite your registration at Conference registration by ensuring that all credits have been received and properly entered. Please email the Executive Office at mail@amun.org if you have any questions regarding your invoice or the status of your account.

Additionally, we urge each delegation to take the time to review the [committee report](#) for their country. The committee report confirms each simulation on which the country is seated. Taking the time now to confirm your committee assignments will prevent issues, such as representatives preparing for simulations on which the country is not seated, or failing to have a representative prepared to sit on a committee where the country is seated and a representative is required.

You may access this report and your invoice online, located under the “Our Conference” tab at www.amun.org, and by choosing “[Reports for Registered Schools](#)” under the FA/PR menu. ***You will access your reports using the email address to which this communication was sent.***

Reminders When Making Hotel Reservations

The following are a few reminders on making hotel reservations:


- Each delegation is responsible for making hotel reservations for their group.
- Make your reservations as early as possible; the number of rooms we can reserve at our

Conference hotel are limited. **Your hotel reservations are due by 16 October.**

- We strongly encourage that you use the reservation forms, found in the following sections and on our [website](#), when making reservations. These forms have been designed specifically with the AMUN Conference in mind.
- If you elect to make reservations by phone, be certain to tell them you're with the **American Model United Nations group** to receive our negotiated hotel rates.
- The hotels need to know who is in each room, so make sure you have a best guess for your final attendees before making reservations, or your check-in time may be longer. You can update the room list before arrival.
- After the **reservation deadline of 16 October**, the hotels are free to release any AMUN-held rooms to the public; those rooms will become reserved on a first-come, first-served basis and may not be at the negotiated rates.
- Friday and Saturday nights of the Conference have limited room availability at our Conference hotel due to another, unassociated conference held immediately before our own.

AMUN's Conference Hotel — Sheraton Grand Chicago

AMUN returns to our favorite conference venue for 2019, the [Sheraton Grand Chicago](#). Reservations can be made online via the [Sheraton reservations form](#) linked [from our website](#). This form allows you to directly interact with the on-site liaison for our group, who may expedite the reservation process for your group. Instructions are included on the form. You may make reservations by calling the national reservations line at 312.464.1000. Ask for the Reservations Department. To ensure our favorable rates, you must tell them that you are with the American Model United Nations group.

	Hotel Address	301 East North Water Street Chicago, IL 60611
	Cost Per Room	\$143/Night plus taxes
	Hotel Phone Number	312.464.1000

Alternative Hotel Options — Hyatt Regency Chicago

For your convenience, AMUN has also reserved a block of rooms at the [Hyatt Regency Chicago](#). This hotel is just a short walk from our conference venue, on the other side of the Chicago River. The Hyatt requires a minimum two night stay to take advantage of our negotiated room rate. Reservations for the Hyatt can be made by [submitting this form](#) or by calling 312.565.1234 x 6685.



Hotel Address	151 East Wacker Drive Chicago, IL 60601
Cost Per Room	\$143/Night plus taxes
Hotel Phone Number	312.565.1234 extension 6685

Remember, whether you book rooms at the Sheraton Grand Chicago or the Hyatt Regency Chicago, our negotiated room rates are only guaranteed until **16 October**, so make your reservations today!

Getting to the Conference Venue

After you've made your reservations, it's never too early to start thinking about how you'll get to beautiful downtown Chicago.

Flying in to O'Hare International Airport or Midway International Airport

Chicago has two major international airports, [O'Hare International Airport \(ORD\)](#) and [Midway International Airport \(MDW\)](#). AMUN does not recommend travelling through one airport over another, so choose whichever airport makes the most sense to your group. You have a couple of options for getting from either airport to the Sheraton.

- Reserve an Airport Express Shuttle from O'Hare or Midway to bring you directly to the hotel.
- For O'Hare arrivals, take the [CTA Blue Line Train](#) downtown [[Map](#)]. CTA transit times can take 45 minutes to an hour. You will need to walk or take a taxi from the CTA Station at Clark & Lake to the hotel, about 0.9 miles.
- For Midway arrivals, take the [CTA Orange Line Train](#) downtown [[Map](#)]. CTA transit times can take 45 minutes to an hour. You will need to walk or take a taxi from the Clark & Lake CTA Station to the hotel, about 0.9 miles.
- You can also take a taxi from either airport directly to the hotel. These trips will cost you \$40-55 from O'Hare and \$40-55 from Midway.

Driving to Conference?

Parking in Chicago can be expensive. The Sheraton Grand Chicago charges \$55 a day to park in its first-come, first-served spaces. The next closest parking location is an [Ogden Plaza Parking](#) which is cheaper but does [require advance reservation](#) for your parking space. A list of other parking options can be [found on our website](#).

Arriving by Amtrak Train?

Make sure your train's final arrival destination is the Chicago Union Station and then either walk or take a taxi from the Union Station to the Conference Hotels (approximately 1.7 miles). Taxis from Union Station will run around \$10-20 depending on time of arrival.

