



Travel Checklist

This Travel Checklist contains contact and shuttle information. Keep it on hand when traveling to the William W. Winpisinger Education and Technology Center.

FOR THE TRAVEL DAY:

- Keep travel itinerary handy at all times and arrive at the airport two hours before departure.
- Pack a carry-on with a change of clothes, medications, and toiletries/personal items.
- Bring snacks, especially if your flight doesn't include meals. No meals are served at the Center until Sunday brunch (9:00 a.m. to 11:00 a.m.).
- **Flight delay:** If you have a flight delay, ***please notify the Winpisinger Center immediately at 301-373-3300.*** Leave a message if no one answers and include your full name and mobile number.

GETTING TO THE WINPISINGER CENTER:

From BWI

- Shuttle pickup at BWI is at 3:00 p.m. and 8:30 p.m.
- When meeting the shuttle, exit Door 14 from the first floor and cross to the second curb to wait. The shuttle is clearly marked with the IAM logo.
- If you tell us you will ride the bus, please do so. Should your plans change (you catch a ride with another member or rent a car, etc.) please call the Center at 301-373-3300 and notify the guard or leave a message with your name and mobile number.
- When you arrive you will check in, get your room key, and receive a packet with Center rules, your schedule for the week, and other helpful information.
- **Air Transport:** Members from Air Transport locals flying on passes to BWI will be expected at the 8:30 p.m. shuttle. Should you decide to provide your own transportation or take the earlier 3:00 p.m. shuttle, the Center should be notified 48 hours in advance at 301-373-3300.

From DCA

- If you are traveling to DCA a pickup time will be arranged in advance and participants will be notified by email regarding time and location.

HELPFUL INFO WHEN PLANNING YOUR VISIT TO THE WINPISINGER CENTER:

- Guest rooms have hair dryers, irons, and ironing boards.
- Participants should bring any toiletries or personal items they will need.
- Credit and debit cards are accepted in the gift shop. There is an ATM and change machine located in the lobby.
- Most participants find that about \$150 in spending money is adequate for items from the IAM gift shop, gratuities, and donations to Guide Dogs of America/Tender Loving Canines and the Machinists Non-Partisan Political League.