ABOUT THE LOGISTICS

Timing your Arrival and Departure: Please arrange your travel plans so that you arrive in Madison by mid-afternoon on Sunday, June 14th. The group will convene in the lobby of the Lowell Inn and Conference Center at 6:00 p.m. on Sunday. At that time, the group will head over to the opening reception and buffet dinner at the home of Mitra Sharafi, Associate Professor of Law at the UW Law School, returning to the Lowell Center about 9:00 p.m. The Institute sessions will begin at the Lowell Center on Monday morning, June 15th and will run through Friday, June 26th. There will be a closing banquet on the night of Friday, June 26th. Fellows may depart on Saturday morning (June 27th).

Making travel arrangements:
University policy requires that you use our travel agency, Fox World Travel, which is authorized to charge your airfare to the Institute for Legal Studies. Please contact Fox World Travel to make your travel arrangements.

Phone: (866) 230-8787
You will be given a few options on how to proceed—please select option #4. Once you are connected, please identify yourself as a guest of the Institute for Legal Studies and give the representative the following code: GROUP CODE 09AH53. The representative will then be able to book your travel using the parameters we have provided and by following University regulations and restrictions.

If you are travelling internationally, please call (920) 236-8030 and select Option #4 and give the group code. Please arrange your flight at your earliest convenience, preferably by early May.
You can also email Fox World Travel at 78fpmiairagents@gofox.com.

The closest airport is Dane County Regional airport in Madison. The other options are (particularly for international travelers) O’Hare International Airport, Chicago, and General Mitchell International airport, Milwaukee. Both airports are serviced by a good and regular bus service to Madison.

Bus from Chicago:
The Van Galder bus may be a convenient alternative for transportation from downtown Chicago or O’Hare airport because the current drop off point on campus is at the Chazen Museum on University Avenue, which is a couple of blocks from the Lowell Center. Information about schedule options can be found here: http://www.coachusa.com/vangalder/.
Bus from Milwaukee:
The Badger bus operates regularly between General Mitchell airport (and downtown Milwaukee) and Madison. Information about schedule options can be found here: https://www.badgerbus.com/

Taxi from Airport:
When you arrive at the Dane County airport, go to door #7, which is the taxi stand. Look for Madison Taxi, Madison Taxi is authorized to bill the Institute for Legal Studies for your fare, which is typically about $25 for transportation to the campus area. Tell the driver you are a guest of the Institute for Legal Studies at the Law School. The driver will ask you to print your name on a yellow invoice that will be submitted to us. Please note that tipping is up to the individual. If you need to call Madison Taxi, the number is (608) 255-8294. The airport is only 15 minutes from campus. If possible, please use this service to avoid the need for reimbursement.

If you are driving to Madison:
Please let me know if you plan to drive so parking can be arranged with the hotel. The Lowell Inn and Conference Center, where fellows will be housed and sessions will take place, is located at the corner of Langdon and Frances Street. The main entry and driveway faces Frances Street. Park in the temporary parking area, check in, and request a parking permit for the adjacent ramp. Visit http://conferencing.uwex.edu/index.cfm for a link to maps and for more information. We will cover parking costs and will reimburse you for your driving costs at the University mileage rate. Please record your mileage and keep toll receipts for reimbursement. If you plan to drive, please let me know this early.

Accommodation:
Each Hurst Fellow will have a single hotel room at the Lowell Center. The reservation is in your name and the cost of the room will be charged to the Institute for Legal Studies. You will be responsible for any incidents. Check-in is 3:00 p.m., but early check-in may be arranged by contacting the Lowell Center directly.
The Lowell Center is located at 610 Langdon Street.
Contact details: Lowell@ecc.uwex.edu