

# Travel Logistics for Conference Attendees

Dear Attendees,

We are excited to welcome you to the **Annual Conference on Innovative Solutions** taking place from **March 15-17, 2024** at the **Grand Hotel Convention Center**.

## Travel Information

Please find below the essential travel logistics for your journey:

- **Conference Venue:** Grand Hotel Convention Center, 123 Conference Ave, City, State, Zip Code
- **Nearest Airport:** City International Airport (Airport Code: ABC)
- **Recommended Transportation:** Shuttle service will be provided from the airport to the hotel.
- **Check-in Date:** March 14, 2024
- **Conference Registration:** Opens on March 15, 2024, at 8:00 AM at the conference venue.

## Hotel Accommodation

We recommend the following hotels for your stay:

- Grand Hotel - Special rate for attendees: \$150/night
- City Inn - Special rate for attendees: \$120/night

## Contact Information

If you have any questions or require further assistance, please contact:

**Jane Doe**  
Event Coordinator  
Email: jane.doe@example.com  
Phone: (123) 456-7890

We look forward to seeing you at the conference!

Best Regards,

The Conference Organizing Committee