



## **The following information will assist you in planning your visit to MSCI.**

### **Location**

With the exception of the Product Training and Mill Tour seminars, MSCI open enrollment programs are held at MSCI headquarters, 4201 Euclid Avenue, Rolling Meadows, Illinois.

### **Schedule and Attire**

In general, single day courses operate on the following schedule:

8:00 AM - Arrival, continental breakfast served

8:30 AM - Class Begins

Noon - Lunch served

4:30 - Class concludes

Morning and afternoon breaks will be scheduled by the instructor.

The dress code for all open enrollment programs is business casual.

### **Accommodations**

Should you require hotel accommodations, please contact the Hyatt Regency Schaumburg at 847-605-1234 to make a reservation. A limited number of rooms are available at a rate of \$132 per night plus tax, single occupancy; please book early. The MSCI corporate code is CR55158. This code will allow you get the corporate rate booking either online or by telephone.

For participants staying at the Hyatt Regency Schaumburg, complimentary shuttle service between the hotel and the training site can be provided. If you would like to take the shuttle, which leaves the hotel at 7:30 a.m., please let us know. You may wish to arrange transportation directly to the airport from the MSCI offices at the conclusion of the program.

### **Transportation**

Embarque provides transportation from O'Hare International Airport in a sedan that comfortably accommodates two individuals. Reservations are required; please call 866-444-2144 at least 24 hours in advance to schedule and to obtain rates. Embarque also provides transportation to and from Midway Airport.

After collecting all baggage, call the Embarque dispatcher at 866-444-2144, who will indicate the correct exit door. Doors are marked with the terminal number, followed by a letter.

Alpha Taxi transportation may be reserved ahead of time by calling 847-358-6666. After collecting all baggage call the Alpha Taxi dispatcher at 866-358-6666, who will indicate the correct exit door. Doors are marked with the terminal number, followed by a letter.

Alpha Taxi will cost approximately \$30 one way plus gratuity. Transportation is also available to and from Midway Airport; use the phone number above for additional information and pricing.

If you prefer not to book with Alpha Taxi but will be traveling to the hotel by taxi from O'Hare, make sure to request a suburban cab company. A suburban cab will cost approximately \$30 one way; city of Chicago cabs will be about \$60.

Uber and Lyft pick up and drop off at Chicago airports as well.