



## **Institute on Teaching and Mentoring** **Atlanta Hartsfield-Jackson Airport – Shuttle procedures**

### **Arrivals:**

#### **Thursday, October 24, 2019**

The first airport shuttle is at 11:00AM. After that shuttle the next shuttle is 12:30PM. Between 12:30PM – 4:30PM a shuttle will depart the airport every 30 minutes. After 4:30PM, a shuttle will depart the airport every hour between 5:00PM – 7:00PM.

We have greeters will be stationed at the airport inside the main terminal at both the North and South terminals. They will be wearing Khaki Pants, Black or White Dress Skirts, and a Black Blazer. They will ALL have the Institute on Teaching and Mentoring Logo that you provided.

### **Departures:**

#### **Sunday, October 27, 2019**

The first hotel shuttle is at 8:00AM for the few that are departing between 10:30AM – 12:00PM noon. I will have the other vehicles on-site beginning at 10:45AM, as there are quite a few passengers that depart between 12:50PM and 1:00PM. The shuttles will rotate continuously from the hotel to the airport between 11:00AM – 2:30PM or until all of the passengers have been transported to the airport.

We will have greeters on-site at the hotel to help facilitate the group move, spot the drivers and ensure a smooth transition.

*If you arrive outside of the times and dates listed above, please use other modes of transportation (Uber, Lyft, MARTA, or Taxi) to and from the hotel.*

---

### **Domestic Arrivals – North and South Terminal Airlines.**

After disembarking the airport tram at the Baggage Claim stop (last stop), proceed up the escalator. Your **Cooper-Global Transportation** Onsite Greeter will be standing near the designated Chauffeur Waiting Area in the main terminal at the top of the escalators near the entry to your airlines baggage claim area. He or she will be holding a **Institute on Teaching and Mentoring Logo** for Identification purposes.

**American Airlines Passengers** - American Airlines is the only airline that has a dedicated baggage claim, which is separated from the main baggage claim area, and located downstairs in the North (Blue) terminal. Once you claim your bag, please head to the area described in # (1) to meet up with your onsite Greeter.

If you do not see the onsite greeter near the Chauffeur Waiting Area in the main terminal (see # (1) above) or call our dispatch group 770-455-9600, select Option (1) and our dispatch group will direct you to your onsite Greeter.

**T-Concourse Arrivals** - Passengers arriving on the T Concourse can walk directly to baggage claim and do not have to take the underground airport tram. Once you are in the main terminal, refer to # (1) above to locate your onsite greeter near the chauffeur waiting area.

**International Arrivals** - After clearing customs, meet your chauffeur at the designated Chauffeur Waiting Area near the entry to International baggage claim. Your **Cooper-Global Transportation** onsite greeter will be holding a Institute on Teaching and Mentoring Logo passenger name sign or SREB Logo for identification purposes.

If you have difficulty locating the **Cooper Global Onsite Coordinator** please call our dispatch department by dialing **770-455-9600** and press (1) after the prompts to reach a dispatcher.

**North (Blue) Terminal Airlines**

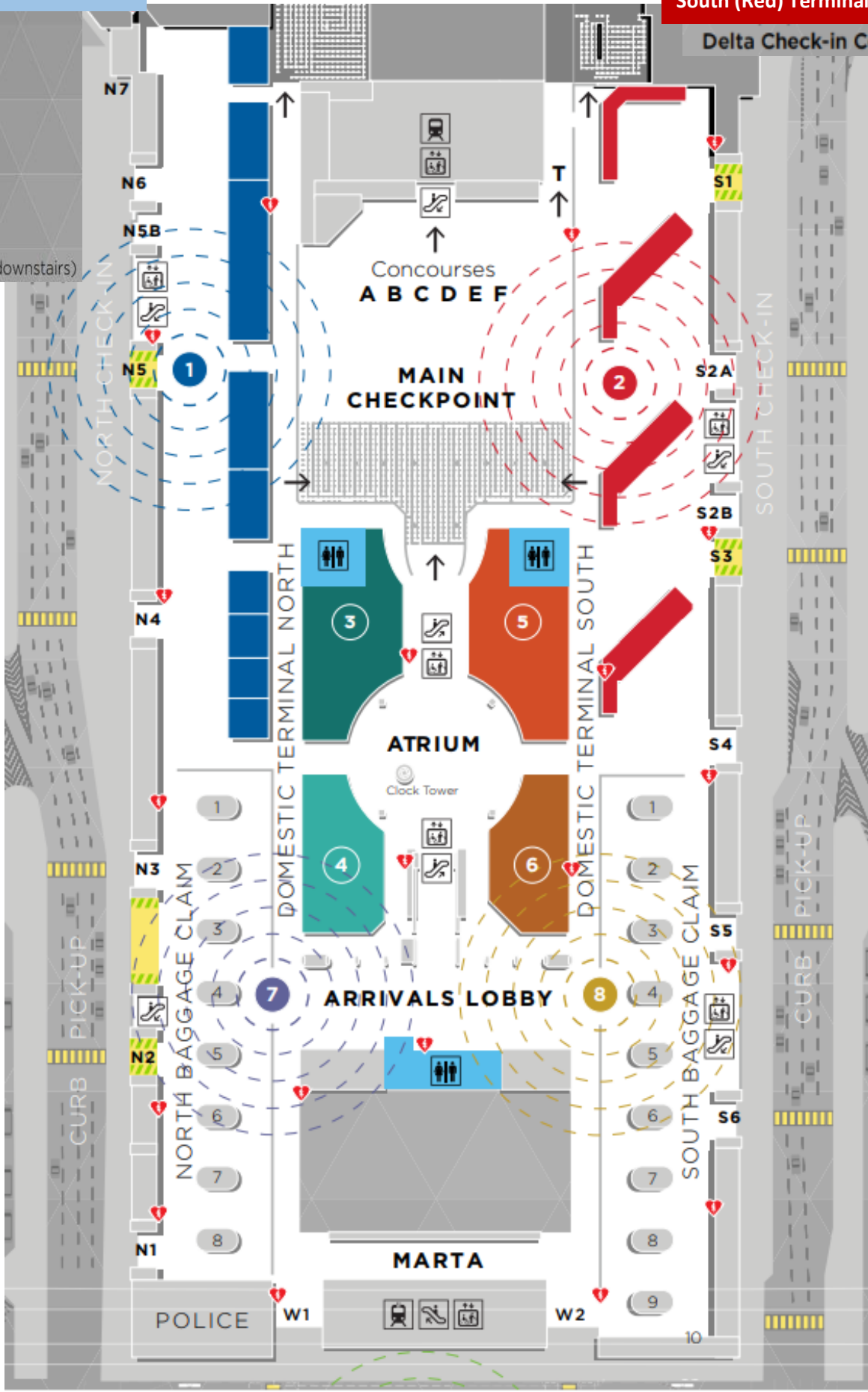
**South (Red) Terminal Airlines**

- Check-in Counters:
- Alaska
  - American
  - Boutique Air
  - Frontier
  - JetBlue
  - Southwest
  - Spirit
  - United

Delta Check-in Counters

AA Baggage Claim (downstairs)

**Atlanta Hartsfield Jackson Terminal Map**



**Domestic Terminal**