

[WorldTracer Training](#)
[JOINING INSTRUCTIONS - Atlanta](#)

Where?

SITA
3100 Cumberland Boulevard
Suite 1200
Atlanta, Georgia 30339

Telephone:	Switchboard	1+770 850-4500
	Fax:	1+770 303-3555

When?

Your trainer will advise you via email the start time for the Monday morning class. Start time is usually 1000 at the discretion of the trainer to make a change. Start and finish time for subsequent days will be by joint agreement between the course instructor and attendees. We would normally aim to finish at latest by 1500 hours on the last day.

When you arrive at the SITA offices, please check with the receptionist who will inform your instructor of your arrival.

How to get to the SITA Offices

Transportation from the airport to the SITA Offices is via taxi or airport shuttle. The shuttle service is called Galleria Direct <http://www.galleriadirect.net/index.asp> and their services include shuttle van and sedan/limo transportation between Hartsfield Atlanta International Airport and the Cobb County Galleria Convention Center, as well as to Cobb Galleria area hotels and businesses. Their phone number is 770-955-4565. Follow the signs to the GROUND TRANSPORTATION CENTER located outside of baggage claim. Shuttle Drivers are stationed in the Pink Zone. Once outside follow signs to parking spaces 12 and 13. **BEWARE OF IMPOSTERS!** Purchase shuttle tickets directly from Galleria Direct driver on the van. Insist on receiving an official Galleria Direct or A&M limo receipt before departing for your destination. Shuttle Service operations are from 0530 to 2300 daily. The fee is \$35.00 one way or \$50.00 round trip. **These rates are subject to change.**

A taxi from the airport to the SITA offices and/or hotel is approximately \$45.00 to \$50.00 USD. There may be an extra charge for a third person and the luggage but do not pay much more than this amount.

Directions from the airport to the hotels

Take I-75 north to exit 258 (Cumberland Boulevard). Go west on Cumberland Boulevard and proceed to Cobb Parkway (US41). Turn right on Cobb Parkway. Turn left at Akers Mills at Cumberland Mall. All of the hotels are located in this area, except the Wyndam which in Vinings (nearby).

Directions from hotels to the SITA Offices

The hotel shuttle van drivers should know where we are but in the unlikely event that you get someone new to the area, the SITA offices are located at the corner of Cumberland Boulevard and Akers Mills behind the Marriott Courtyard and across the street from the Cumberland Mall. See below for list of hotels.

What is included in the course?

All training materials such as Manuals, Quick Reference Guides, pens, pencils and paper.

What do I need to bring?

All attendees are requested to bring their airline or airport ID. Bring any examples or questions you may have and most importantly bring yourself.

Note: SITA operates a NO SMOKING policy. Smoking is not allowed anywhere in the building.

Area Hotels

Hotels Near SITA

THE FOLLOWING HOTELS ARE RECOMMENDED FOR YOUR STAY. ALL RATES ARE QUOTED AT THE CURRENT PRICE AND ARE SUBJECT TO CHANGE.

ALL HOTELS ARE LOCATED NEAR SHOPPING AND RESTAURANTS.

Atlanta Northwest Hawthorn Suites

<http://www.hawthorn.com/reservations/locationdetail.asp?facid=229>



1500 Parkwood Circle S.E.
Atlanta, GA 30339
Tel: 770-952-9595
Alt: (800) 338-7812 Fax: 770-984-2335

Location: 2 Miles from the SITA Office. Hotel provides free transportation **(must be scheduled in advance and must identify as being with SITA)** to/from the SITA Office

Rates: Approximate rates based on length of stay plus 13%tax.

Length of Stay	Standard	1 Bedroom
1-4nights	85USD	95USD
5-10 nights	69USD	79USD

Amenities:

- Complimentary Hot Breakfast Buffet – daily
- Complimentary Manager’s Reception - Monday – Thursday
- Complimentary Hi-Speed Internet Access in all rooms
- Complimentary Cable w/HBO in all rooms
- Complimentary shuttle service within a three mile radius of hotel - Monday – Friday
- Shuttle is available between 0700-0900 and 1600-2100
- Hair dryers
- Full sized kitchen in one and two bedroom suites/refrigerator and coffee maker in all rooms
- Iron with ironing board

For car service from the airport to the hotel, call GB Travel Service at 404-405-2095. Rate is 55USD for one-way. **Remember rates are subject to change without notice.**

Hyatt Place Galleria

<http://www.hyatt.com/hyatt/place/index.jsp>



2876 SpringHill Parkway
Smyrna, GA 30080 USA
Phone: +1 707 384 0060
Fax: +1 707 384 0075

Location: ½ mile to the SITA offices. The hotel is conveniently located just off Cumberland Boulevard (Exit 258 from I-75). The hotel can assist in local transportation within a five-mile radius of the hotel. If needed the hotel can provide information on transportation from and to the airport through one of our limo/shuttle services

Rates: Approximately 109.00 USD – ask for SITA training class rate.

Amenities:

- Each suite is beautifully appointed with a sitting room with plush sofa-sleeper that is separated from the sleeping area, easy chair, 42" flat-panel HDTV, writing desk, wet bar, microwave, refrigerator, coffee maker with coffee, decaf and tea, hairdryers, irons/boards, and individual heat & air control, two two-line telephones with voice mail and high speed internet connections.
- The hotel offers complimentary parking, use of our in-house Fitness Center, outdoor pool, coin-operated Guest Laundry, and complimentary high-speed Wi-Fi internet access throughout the hotel.
- Guests may purchase signature hot breakfast entries along with Starbucks specialty coffees or enjoy a free complimentary breakfast. Hyatt Place also offers a variety of freshly prepared, café quality items, including made-to-order entrees, sandwiches, soups, salads and pizza which guests can order 24 hours a day, seven days a week via a touch screen menu in the Guest Kitchen or from the Guest Host.

Marriott Courtyard Cumberland



<http://marriott.com/hotels/travel/atlcu-courtyard-atlanta-cumberland-center/>

3000 Cumberland Blvd
Atlanta, GA 30339
Phone: (770) 952-2555

Fax: 1-770-952-2409

Location: Adjacent to the SITA Offices.

Rates: Approximately **109.00 USD/SGLB/ 109.00 USD DBLB** (single occupancy) per night plus 13% tax

Amenities:

- Free high-speed Internet, a desk and ergonomic chair.
- Well-equipped fitness center, sauna and indoor pool.
- All rooms have private bath and have either 2 double beds or 1 queen size bed.
- Closest hotel to the SITA offices. Just walk across the courtyard.



4500 Circle 75 Parkway
Interstate 75 at Windy Hill Road
Atlanta, GA 30339
Phone: (770) 956-9919 Fax: (770) 955-3270

Location: 2 Miles from the SITA Office. Hotel provides free transportation **(must be scheduled in advance and must identify as being with SITA)** to/from the SITA Office

Rates: Approximately **89.00 USD (Standard King or Double)** per night plus 13% tax.

- Amenities:** Hotel has been completely renovated.
- 149 new, well-appointed rooms & suites
 - In-room coffee maker, refrigerator, microwave, hair dryer, iron & ironing board
 - Manager's Social: Monday - Thursday with free snacks & beverages
 - Free wireless high speed Internet
 - Free local calls, 800# access & voice mail
 - 27" TV & cable with CNN, ESPN, FOX NEWS & HBO
 - Studio Suites with wet bar
 - Meeting & conference rooms
 - Exercise room
 - Valet & coin operated guest laundry
 - 24-hour Sweet Shoppe
 - 24-hour Business Center
 - Complimentary hotel shuttle within 5 mile radius of hotel