



*Within this sample travel guide below, you'll find some of the things we expected of our fellows as they were traveling across the country to be together in Detroit for our Summer Summit. **Please take the example below, and edit to your needs based on the current travel guidance, which inevitably will be different than when this document was first created!** This document has also been scrubbed of all personal information.*

CODE2040 Welcome Weekend: Travel Information and Guidelines

Code2040 couldn't be more excited to host you for our 2025 Summer Summit. This year, Summer Summit will take place in Detroit, Michigan from **June 13 & 14**. Please refer to this document which has answers to the various questions you may have about the logistics over the weekend.

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WHERE WILL WE BE STAYING?


- **[INSERT HOTEL NAME]**
 - **Hotel Check-In:** 3 pm ET (*we will accommodate you if you arrive earlier*)
 - **Hotel Check-Out:** 12 pm ET (*we will accommodate you if you have an evening flight*)
 - **Upon arrival,** check in at the front desk where you will receive a welcome package including the program schedule, a map, and other information for Summer Summit. Additionally, you will take a COVID rapid test and test negative before heading to your room. We will still accommodate you if you test positive.

HOW WILL WE COMMUNICATE THROUGHOUT THE WEEKEND?

- **Emergency Contacts:**
 - Event Coordinator
 - Fellows Program Manager
 - Hotel Front Desk:
- **Group Communication:** Check our Slack channel for updates and announcements.



HOW SHOULD I PREPARE TO TRAVEL?

- **Documents to Bring With You** 
 - Personal Identification: **Passport** or **Real ID, Green Card** (*if applicable*), Student ID
 - **PLEASE NOTE: Starting May 7, 2025,** U.S. travelers **[must be REAL ID compliant](#)** to board domestic flights and access certain federal facilities.
 - A passport is an **acceptable form of identification** and **may be used instead of a REAL ID Driver's License** or ID to board domestic flights and visit federal facilities.
 - **Full List of Acceptable IDs -**
<https://www.tsa.gov/travel/security-screening/identification>
 - Travel Documents: Flight itinerary and boarding passes

- If you have an iPhone **you can upload your boarding pass directly into your wallet app.**
- Another option for any smartphone is to download the app of your airline and download your boarding pass from there (**highly suggested**). This way you will receive flight notifications and important updates automatically.
- You can also get your boarding pass at the airport from which you'll depart.

- **Incidental Costs To & From Your Home → Airport** 

- All fellows will be sent a gift card to cover anticipated costs. We have transportation for all fellows once you arrive in Detroit, but to travel to your local airport, drive or take the bus, utilize the gift card as needed. **You may keep any remaining money on the gift card.**

- **Flights**

- **Check In**

- If possible, **check into your flight early** on 6/11 before departure so you can save time at the airport on the day of your flight.

- [United Check In](#), [Delta Check In](#), [American Check In](#)

- **Arrival Airport**

- Detroit Metropolitan Wayne County Airport (**DTW**)

- **Transportation to Hotel from Detroit Metropolitan Wayne County Airport**

- Please walk to **Arrivals/Baggage Claim** in your Terminal. A staff member from Code2040 will be there to greet you and guide you to the private shuttle. **(Our event coordinator will send photos of the exact meeting point in our slack channel the week of the Summit)**

- The private shuttle will drive you straight to the DoubleTree Suites by Hilton downtown Detroit.

- **Driving (if applicable)**

- Code2040 will cover parking costs at the hotel. Make sure you tell the valet that you are with Code2040 so you don't pay out of pocket.

WHAT SHOULD I PACK?


- **Luggage Allowance**

- Each fellow can bring **one carry-on bag** and **one personal item for free**. You may bring additional checked luggage and pay the fee for it out of pocket. *For folks traveling internationally, at least one checked bag has been paid for.*

- Carry-On Bag: Must fit in the overhead compartment (22" x 14" x 9")
- Personal Item: Must fit under the seat (e.g., backpack, laptop bag)

- **Suggested Packing List**

- **What to pack:**

- Clothing: Detroit weather in mid-June is typically warm (75°F), but it can get chilly and windy in the evenings.
 - Feel free to wear whatever makes you feel **comfortable & confident** for all workshops & program events!
 - If that is **jeans & sneakers**, cool! If that's **business casual**, cool!
 - Comfortable shoes
 - Sleepwear
 - Light jacket or sweater
- Toiletries: 
 - Toothbrush and toothpaste
 - Deodorant
 - Travel-size shampoo, conditioner, body wash
 - Hairbrush/comb
 - Sunscreen
- Electronics:
 - Phone & charger, laptop/tablet and charger (*not necessary for Summit programming*)
- Final Note on packing → I'd leave a little extra room in the luggage to hold the swag we'll be giving you on site! 😊

Curated Travel Guides

[Guide for Undocumented Individuals Traveling in the U.S. I've Never Flown Before Guide!](#)

Frequently Asked Questions

I don't fly very much and need clarity around the process.

The airport can be overwhelming, but don't worry, we're here to help. Here's a step-by-step guide to make your journey smoother:

Before You Leave Home

- Prepare Your Documents: Ensure you have your ID, boarding pass (**printed** or **digital**), and any necessary travel documents.
- Pack Your Luggage: Make sure your carry-on bag and personal item meet the airline's size requirements. Pack any liquids in containers of 3.4 ounces or less in a quart-sized, clear plastic bag.



At the Airport

1. Check-In
 - Online Check-In: If possible, check in online before you arrive at the airport.
 - i. [United Check In](#)
 - ii. [Delta Check In](#)
 - iii. [American Check In](#)
 - At the Airport: Use the airline's check-in counters, kiosks, or go directly to the front desk of your airline. During check-in or boarding, you may be given an opportunity to check your carry-on bag free of charge. This means your luggage will be checked during your flight and you'll pick it up from baggage claim after you reach your final destination.
2. Security
 - Preparation: Head to the security checkpoint with your ID and boarding pass ready. Remove shoes, belts, and jackets if required, and place electronics and metal objects in the provided bins.

3. After Security

- Finding Your Gate: Locate your departure gate. If it's not on your boarding pass, look at the screens throughout the airport that list all incoming and departing flights. Find your airline and destination to locate your gate. If you have a connecting flight, find the gate for the next leg of your journey. It's a good idea to locate your gate first before grabbing food or shopping.

4. Boarding

- Announcements: Listen for announcements about boarding times and procedures. Have your boarding pass and ID ready again.

5. On the Plane

- Seating: Find your seat, stow your carry-on in the overhead bin, and place personal items under the seat in front of you.

Arrival & Transport to Hotel

1. After Landing

- Depart the plane and head to baggage claim if you have checked luggage to pick up. **If you did not check baggage**, head to the designated meeting point described above!



By following these steps, your time at the airport should go smoothly. At any step, the staff at CODE2040 is here to support you!

My flight has two destinations. What does that mean?

If your flight has two destinations, this means you have a **connecting flight** and a **layover**. Here's what to do:

1. Landing at the First Airport: Follow the signs to your next gate. Sometimes you may need to go through security again.
2. Connecting Flight: Check the airport monitors for gate information and flight status. Allow ample time to reach your connecting flight's gate.
3. Layover: If your layover is over 90 minutes, use the time to grab a bite, stretch, or relax. Keep an eye on the clock and flight information.

What do I do if I miss my flight or it gets canceled?

If you miss your flight or it gets canceled:

1. Notify CODE2040 FIRST: Reach out to one of our emergency contacts ASAP so we can assist you with new travel arrangements.

What if I need special assistance at the airport?


Most airports offer special assistance for passengers with disabilities, limited mobility, or other needs. **Please let us know if you require any services at the airport.** Upon arrival at the airport, look for assistance points or contact your airline directly.

What if I don't have a smartphone?

If you don't have a smartphone:

1. For Lyft: You can still use Lyft by accessing their website on a computer or tablet. Alternatively, ask a fellow or hotel staff to help you book a ride. Additionally, you can reach out to Code2040 staff member to assist with travel from the airport to hotel.
2. Boarding Pass: Print your boarding pass at home or at the airport kiosks.

What should I do if my luggage is lost?

1. **Report Immediately:** Go to the airline's  baggage service office located near the baggage claim area.
2. Provide Details: Give them your flight information, baggage claim ticket, and a description of your luggage.
3. Follow Up: Keep the contact information they provide and follow up if necessary. Notify CODE2040 if you need assistance.

What if I feel sick during the trip?

1. Before Departure: If you feel unwell before leaving, please contact us **asap** to discuss your options.
2. During the Trip: Inform the flight crew if you feel sick on the plane. Upon arrival, notify any Code2040 staff immediately so we can assist you.

How can I stay connected with the group during the weekend?

1. Slack Channel: Join our Slack channel [#summer-fp25cohort] for updates and announcements.

2. Phone Contacts: **Keep the emergency contacts handy for immediate assistance.**
3. Networking: Over the weekend, don't be afraid to connect with folks and get their contact information whether that be **email, phone number, LinkedIn or social media account.**


Are meals provided during the weekend?

Yes, meals will be provided during the program dates. Specific meal schedules and options will be included in your welcome package.

Can I extend my stay beyond the program dates?

If you wish to extend your stay:

1. Hotel Arrangements: Unless it is for an emergency or a special situation, CODE 2040 cannot cover your stay at the hotel past 6/15/2024 at 12 pm ET. You are welcome to contact the hotel directly to book additional nights at your own expense.
2. Travel Changes: Notify Code2040 **as soon as possible** if you need to adjust your return travel plans.

We look forward to seeing you in a few days for  an amazing weekend! If you have any other questions, feel free to reach out through our Slack channel or contact one of the emergency contacts listed above.

Did we miss something?

If you're still confused about anything or have any concerns, reach out via Slack or over email - we are happy to help!