How to book airport transportation:

- Contact the resort via email at elconconciierge@luxuryresorts.com no later than 14 days prior to arrival.
- Email should contain
  - arrival and departure information
  - airline, flight number, dates and times and full name(s) of passengers
  - discounted roundtrip rate of $70 per person
  - attending the AMCIS Conference August 13-15, 2015
- All charges can either be paid for in advance or charged to the sleeping room of the person submitting the transportation request.

Upon arrival at the airport:

- Guests are to proceed to the baggage claim area, where they will see hotel uniformed bilingual staff holding El Conquistador signs.
- The staff welcomes guests to Puerto Rico, directs them to the appropriate carousel to collect their luggage and will advise as needed on porter luggage assistance.
- Staff will direct guests to motor coach station.
- At the motor coach station, names are listed and called in to the Front Desk.
- Luggage is tagged and guests are given a claim check.
- Transportation to the Resort will be provided within 20 minutes from arrival at baggage claim check-in. To enhance the arrival experience, guests can enjoy a beverage (with or without a splash of rum) and watch a video presentation of El Conquistador during the transfer to the resort.

Transfer and Hotel Arrival:

- The trip to El Conquistador is approximately 45 minutes to one hour.
- The motor coach driver alerts the Front Desk of arriving guests so room key packets can be prepared.
- Upon arrival at the resort, guests are directed to the Front Desk.
- After check-in, guests return to Bell Services, give their claim ticket to Bell Services, identify their luggage and are escorted to their room.
**Departure:**
- If a flight manifest was not provided at the time of booking, guests will need to make a reservation for the return coach 72 hours before departure day by calling the Concierge Desk (ext. 6040).
- Recommended departure time from the Resort is 3 hours prior to flight time.
- On main departure days (August 15, 16 and 17) motor coaches will run every hour on the hour from 5:00am – 5:00pm
- On off days, Motor coaches depart the Resort every two hours starting at 5:00 am until 5:00 pm.
- Guests need to be at the front of the resort 15 minutes before the hour of departure.
- Before boarding the coach, guests are asked to identify their luggage and make sure it goes on the coach on which they will be traveling

**Luggage Assistance:**
- On departure day, if you need luggage assistance, please call Bell Services at least 45 minutes prior to departure.

**Upon arrival at the airport:**
- All checked luggage must pass through an agricultural inspection to ensure that no fruits or vegetables are carried on board.