



RELAY2023
EVENT DEVELOPMENT
— **HOUSTON** —

GUIDE TO RELAY FOR VOLUNTEERS

An overview of what to expect.

October 20-22, 2023
Houston Airport Marriott at George Bush
Intercontinental

Table of Contents

Welcome to Relay 2023.....	3
Preparing for Relay.....	4
Virtual Schedule Manager.....	4
Hotel Reservations.....	4
What to Wear.....	4
Useful Items to Bring.....	4
During your stay in Houston.....	4
The Houston Airport Marriott at George Bush Intercontinental Hotel.....	4
SUBWAY TRAIN.....	4
Upon your arrival, locate the Registration Table.....	5
Wi-Fi.....	5
Hospitality and Social Events.....	5
Welcome Reception.....	5
Continental Breakfast.....	5
Lunch and Event Showcase.....	5
Dinner and Networking Activity – Let’s Get Spooky! (Costumes Optional).....	5
People to Meet.....	5
Still have questions?.....	5



Welcome to Relay 2023

Dear USMS Attendee,

Thank you for agreeing to attend the U.S. Masters Swimming Volunteer Relay at the Houston Airport Marriott at George Bush Intercontinental, October 20-22.

You may be wondering why this event has been named "Volunteer Relay." In swimming terms, relays require teamwork and are fun. Relay also connotes receiving and passing on information and can describe a group of people engaged in a task for a fixed period and then replaced by a similar group.

The theme of this year's Relay is event development, with a focus on building relationships with event directors, clubs, and aquatics facilities. This in-person meeting will feature a series of workshops and discussion topics and will be a wonderful opportunity for learning, motivation, and helping recruit new local volunteers.

Thanks, and have fun!

--

Jessica Reilly
Senior Director, Business Operations
jreilly@usmastersswimming.org | (o) 941-556-6275

Preparing for Relay

Virtual Schedule Manager

[Our virtual calendar allows](#) attendees to explore meetings and sessions, build their own agenda, register for meetings, learn about speakers, and discover who will be attending sessions.

It is recommended that attendees [sign up for an account](#) and use it to login to Sched to bookmark your favorites, indicate your plans to attend, sync meeting details to your phone or calendar, and allow USMS to document attendance of sessions. If you're a first timer using Sched, [this guide will help you navigate through using the Sched functionality](#).

Hotel Reservations

USMS will be making all hotel reservations and will send out confirmation numbers to those attending, in addition to their reservation details. (Room type and check in and out dates) Check in is at 3PM CT and check out is at 12PM CT.

We appreciate the LMSCs making reasonable efforts to submit roommate preferences that have already confirmed they are comfortable sharing a room. All submitted roommate requests have been assigned as requested.

What to Wear

Be comfortable

- Welcome reception and daily sessions - business-casual or casual clothes -- a sweater or jacket may be needed.
- Reception and Dinner - we'd recommend "Dressy Casual".

Useful Items to Bring

A laptop, a notepad, and pens. The meeting rooms will be Wi-Fi accessible and charging stations will be available. Don't forget to bring plenty of patience and an open mind.

During your stay in Houston

The Houston Airport Marriott at George Bush Intercontinental Hotel

Located in the Airport Terminal - the hotel is conveniently located just steps from the main terminal at the George Bush Intercontinental Airport (IAH), which ensures a seamless arrival and departure.

SUBWAY TRAIN

All five terminals at IAH are connected by an above-ground automated people-mover (Skyway) and an underground train (Subway). To get to the hotel, take the Subway.

The **below-ground** Subway train provides transportation between terminals while **outside** security (pre-security).

- Departs every three minutes from the Subway stations in Terminals A, B, C, D/E, and the Airport Marriott.
- Free, operates every day from 3:30 a.m. to 12:30 a.m. Closed between 12:30 a.m. and 3:30 a.m.

- Signs to the Subway stations are marked “Subway”

Upon your arrival, locate the Registration Table

Locate the Registration Table to check in and receive your name tag.

- Friday, October 20th - 11:00am-5:00pm CT – Hotel Lobby/Foyer
- Check into your hotel room at the hotel’s front desk

Wi-Fi

The meeting rooms will be Wi-Fi accessible. Complimentary guest room Wi-Fi will be available for [Marriot Bonvoy Members](#), otherwise a service fee is applicable at the individual’s own expense.

Hospitality and Social Events

There are many sessions you’ll be attending -- bring a few snacks to have on hand.

Welcome Reception

The welcome reception and networking activity is on Friday night beginning at 5:00pm CT in Sam Houston I & II, there will be a cash bar and dinner.

Continental Breakfast

Saturday, October 21 from 6:30am - 8:00am and Sunday, October 22 from 7:30am - 9:00am, all in-person attendees are invited to enjoy a continental breakfast in Sam Houston I and II.

Lunch and Event Showcase

Saturday, from 12:15pm - 1:45pm CT, all attendees are invited to enjoy lunch and our Event Showcase in Ballroom A & B.

Dinner and Networking Activity – Let’s Get Spooky! (Costumes Optional)

Join us for a dinner filled with all the spirits, Saturday, 6:00pm - 8:00pm CT in Sam Houston I & II. Wearing a costume is optional, but highly encouraged as attendees will be able to vote for the best costume!

People to Meet

In person events are a great opportunity to reconnect with swimming friends and to meet many interesting, talented, and fun-filled people with a passion for swimming. We encourage you to take full advantage of this opportunity. Please make every effort to meet as many new people as you can.

We’re asking all attendees to [create an account within our virtual calendar](#), which allows attendees to [discover who’ll be attending](#).

Still have questions?

[Contact Jessica Reilly](#) prior to Relay at the Houston Airport Marriott at George Bush Intercontinental, October 20-22.