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**RELAY2024**  
COMMUNITY DEVELOPMENT  
— **HOUSTON** —

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# GUIDE TO RELAY FOR VOLUNTEERS

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An overview of what to expect.

October 18-20, 2024  
Houston Airport Marriott at George Bush  
Intercontinental

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## Welcome to Relay 2024

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 18-20.

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 community development, with a focus on growing the local swimming community through social activities, community service, and unique swimming events. 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!

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## 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. If an attendee feels comfortable sharing a room and is in need of a roommate, the National Office will help assist in pairing suitable roommates.

### 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”

### Checking in with USMS and the hotel

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

- Friday, October 18<sup>th</sup> - 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, there will be a cash bar and dinner.

### Continental Breakfast

Saturday, October 19 from 6:30am - 8:00am and Sunday, October 20 from 7:30am - 9:00am, all attendees are invited to enjoy a continental breakfast.

### Lunch and Keynote Speaker

Saturday, from 12:00pm - 1:30pm CT, all attendees are invited to enjoy lunch and our Keynote speaker in Ballroom A & B.

### Dinner – Let’s Get Spooky! (Costumes Optional)

Join us for a dinner filled with all the spirits, Saturday, 6:30pm - 8:00pm CT. 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 18-20.