



FVDG/DGE Seminar: Ground Transportation

Monday, February 26: Airport Arrivals

The approved LCI arrival date is Monday, February 26, 2024. After claiming your luggage, please look for the Signature Transportation Group greeters holding "Lions International" logo signs who will direct you to the shuttle vehicles.

DGE airport shuttles are operated by Signature Transportation Group for both Chicago's O'Hare and Midway Airports.

The DGE airport shuttles will depart from the following locations:

	O'Hare International Airport (ORD)	Midway Airport (MDW)
International Flights	<p>All International Flights arrive at Terminal 5.</p> <p>Proceed to the Immigration Desk and show your passport and visa (when applicable) to the Immigration Officer. Collect your luggage and proceed to the Customs Desk. Once you exit Customs, please look for the "Lions International" logo sign and the Signature greeters by the information desk in the center of the terminal. Greeters will direct you to the DGE airport shuttles to the Q Center.</p>	<p>Note: all international arrivals are at O'Hare International Airport.</p>
Domestic Flights	<p>Proceed to the lower-level baggage claim area to the assigned baggage carousel for your flight and collect your luggage. Please look for the "Lions International" logo sign and the Signature greeters who will direct you to the DGE airport shuttles to the Q Center.</p> <p>Signature greeters will be located by the following doors (vestibule) in baggage claim at each respective terminal.</p> <ul style="list-style-type: none">• Terminal 1 -Vestibule 1F next to Starbucks Coffee• Terminal 2 – Vestibule 2C Next to Starbucks Coffee• Terminal 3 – Vestibule 3D Across from Starbucks Coffee	<p>Proceed down the center bank of escalators to the baggage claim area.</p> <p>At the bottom of the escalators, please look for the "Lions International" logo sign and the Signature greeters who will direct you to your baggage carousel to collect your luggage. After you collect your luggage, the greeters will direct you to the DGE airport shuttles to the Q Center.</p> <p>Note: there is only one terminal at Midway Airport.</p>

NOTE: Personal taxis from the airport to the Q Center will not be reimbursed on February 26 since a shuttle is provided.



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Friday, March 1: Airport Departures

The approved LCI departure date is Friday, March 1, 2024. Before you check out of the Q Center, ensure you removed all valuables from your room and settle your bill for any incidental charges at the front desk.

The DGE airport shuttles depart from the Q Center Welcome Center. Departure schedules will be provided in each classroom with additional details on the assigned airport departure shuttle times operating on Friday, March 1.

Please use the below suggested times as a guideline for your departure to allow for ample time. Actual departure times are subject to change based on current weather conditions and vehicle availability.

	O'Hare International Airport (ORD)	Midway Airport (MDW)
International Flights	3.5 Hours Prior to Flight	3.5 Hours Prior to Flight
Domestic Flights	3 Hours Prior to Flight	3 Hours Prior to Flight

NOTE: Personal taxis from the Q Center to the airport will not be reimbursed on March 1 since a shuttle is provided.

Travel Assistance

If you have questions regarding your flights or experience any travel delays while in transit, please refer to the Travel Agency contact details that appear on your flight itinerary. You may also contact DGETravel@lionsclubs.org or call +1-630-468-7052.

Carry-On Luggage

Carry all valuables, flight tickets, your passport and medication in your hand baggage. We also suggest you bring a change of clothes in your carry-on bag.

Checked Luggage

LCI will reimburse each FVDG/DGE only for the first checked bag within the airline's guidelines for size and weight. Additional checked luggage and/or overweight bag fees are a personal expense. Put your name, address, and telephone numbers inside and outside of each piece of luggage. Be sure to include your baggage expense on your Travel Expense Claim. A baggage receipt is required for reimbursement.