

AIRPORT TRANSPORTATION PRIMER

2024 National Order of the Arrow Conference

The NOAC Transportation team has established shuttle service between the Denver International Airport (DEN), Denver Union Station (UNION) and the University of Colorado Boulder campus (CU Boulder) for NOAC Contingents, Staff, and individual delegates. Travel time between DEN and the CU Boulder is approximately 50 minutes; the time from UNION is approximately 60 minutes. The shuttle fee is **\$30 one-way**, or **\$60 round-trip**, per person. Fees will be billed to the council after NOAC for contingents. Staff, and individual delegates must make credit card payments in their [National Order of the Arrow Registration System \(NOAERS\)](#) account. Fees will be assessed immediately upon reservation.



KEY DATES:

- April 22 Shuttle reservation requests open in NOAERS
- June 28 Last date to enter shuttle reservation request in NOAERS
- July 25-28 Staff arrival dates
- July 29 Contingent & Individual Delegate arrival date
- August 3 All Attendee departure date

After shuttle reservations close, Contingent & Staff Services will communicate specific arrival and departure information, including fee assessment in NOAERS, to all contingents, staff, & individual delegates who request airport or train station transportation. Shuttle reservation costs are non-refundable after June 28, 2024.

SETTING UP A CONTINGENT SHUTTLE RESERVATION:

All shuttle reservations for contingents are made within NOAERS, in the “Travel” section. Only Contingent Leaders are responsible for making shuttle reservations, not individual members of the contingent. If your contingent has members arriving or departing at different times (i.e., different flights), input each travel record separately in the “Travel” section. Contingent leaders will be required to associate each member of their contingent to a travel mode. Plan flight arrivals and subsequent travel time to CU Boulder to arrive between **7:00 a.m. and 4:00 p.m.**

SETTING UP A STAFF & INDIVIDUAL DELEGATE SHUTTLE RESERVATION:

All shuttle reservations for staff and individual (non-contingent) delegates are made within NOAERS, in the “Travel” section. Staff members are responsible for making their own shuttle reservation requests. **Staff members should only book travel when they have been assigned an arrival date by their Lead Adviser.** NOAC is unable to accommodate shuttle transportation on a day other than your assigned arrival date.

SHUTTLE DEPARTURES FROM CU BOULDER TO DEN or UNION FOR CONTINGENTS & STAFF:

NOAC departure shuttles to DEN or UNION will run as early as necessary to accommodate morning departures. Departures from CU Boulder will be scheduled a minimum of three hours before your departure. Assigned departure times and pick-up locations will be communicated on Thursday, August 1st via the conference electronic communications, conference app, and within your NOAERS account.

FREQUENTLY ASKED QUESTIONS:

- Shuttles will depart regularly from DEN or Union Station, but the final departure schedule is managed by the shuttle provider and the NOAC Transportation team. This could result in a short layover between the time you arrive at the shuttle location and when the shuttle departs for CU Boulder. The team will do the best they can to accommodate contingents in scheduling.
- The shuttle provider allows you to bring up to two suitcases of no greater than 50 lbs. or 62 linear inches and one carry item which must be able to fit under your seat or in the compartment overhead. Oversized bags, larger than 62 linear inches, cannot be accommodated on shuttles.
- The NOAC Transportation team will be monitoring flights as provided in NOAERS to proactively respond to travel delays. Alternate shuttle accommodations will be made if flight disruptions cause a shuttle to be missed.
- Commuter staff who request a shuttle will be dropped off at the Staff Check-In area and then be responsible for their transportation through the rest of NOAC. Similarly, if requesting a shuttle for departure commuter staff will be told a

central, on-campus location for pick-up to be brought to the airport or train station; shuttles will not pick up at off-campus locations.

- Note: Prior to NOAC a Transportation team member contact and cell phone number will be provided in the event you have a travel disruption or need further assistance upon arrival.

Additional NOAC shuttle information will be sent in advance of your arrival.

Please contact your Contingent Concierge or email concierge@oa-bsa.org if you have any questions regarding NOAC transportation.