

Legal League 100
2022 SPRING SERVICER SUMMIT
May 11-12th, 2022 | The Joule | Dallas

KNOW BEFORE YOU GO

The Five Star Institute welcomes you to the Legal League 100 2022 Spring Servicer Summit! To help you prepare, we have put together this guide, so you are ready for a successful event. In addition to this document, you can also refer to the event website.

<https://fivestarglobal.swoogo.com/ll1002022>

GENERAL INFORMATION

Location

The Joule
1530 Main, Dallas, TX 75201
(214) 748-1300

Time Zone

Dallas, TX is in the Central Time Zone (CT).

Temperature

The month of May in Dallas is typically warm with highs of 90°F with lows of 65°F.

Attire

The general dress code for the event is business attire. As indoor environments tend to be cool, we encourage you to dress in layers or bring a sweater, jacket, or shawl and wear comfortable shoes.

ON SITE REGISTRATION

The event registration & hospitality desk is located next to the Glass Elevator near the entrance to the Mosaic Ballroom. **On Wednesday, please check-in on Ballroom Level prior to attending the Welcome Reception on the Terrace.**

Desk Hours:

| | |
|-------------------|------------------------|
| Wednesday, May 11 | 11:00 a.m. – 8:00 p.m. |
| Thursday, May 12 | 7:00 a.m. – 2:30 p.m. |

Event Badges

Upon arrival, please visit the registration desk to receive your event name badge. Badges are required for admission to all event activities & areas.

Please watch your email inbox for a separate email with an individual QR code custom to your event registration. For faster check in on-site, please save this QR code as an image on your mobile device or have the email handy so you can scan your QR code to receive your badge.

Hospitality Desk

The Five Star Events Team will happily assist you at any time throughout the program. The hospitality desk will be available throughout the event to provide general assistance and handle any special requests you may have. We look forward to serving you.

AGENDA

Event Showguide

Preview the official [Event Showguide](#) to learn about the event's agenda, amenities, conference partners and more.

General Sessions

View the [Summit Agenda](#) to get a snapshot of all the education opportunities planned for the event. Session seating is available on a first-come, first-served basis.

Receptions

Networking opportunities bring attendees back year after year. Grow your network and make new connections at two networking experiences:

The welcome reception will be held on the Terrace from 6:00 – 8:00 p.m.

A networking reception will close out the event and will be held from 2:30 – 4:00 p.m.

Meal Functions

All general meal functions will be held in the Mosaic Ballroom and will be served buffet style.

Hours:

Breakfast served from 7:15 – 9:15 a.m.

Lunch served from 11:45 a.m. – 1:00 p.m.

Coffee, soda, and water will be available outside the Mosaic Ballroom continuously throughout the day.

DUTY OF CARE

The Five Star Institute and The Joule will execute the following best practices to help attendees and staff stay healthy and to reduce exposure and risk:

- Provide sanitizing and disinfection materials for general attendee use.
- Increase cleaning and disinfection across high-volume common areas.
- Monitor recommendations from the relevant health authorities including the Centers for Disease Control and Prevention (CDC), and the local government and city officials.
- Encourage attendees to adopt best practices for their own best interest and the best interest of their fellow attendees

Attendees should manage their own preparedness and behavior:

- If you are feeling feverish or coughing prior to arriving at the conference, please stay home.
- Masks are encouraged, unless actively eating or drinking.
- Wash and sanitize your hands regularly.
- Be mindful of others comfort levels during interaction and practice social distancing when appropriate.
- Consider adopting a no-handshake policy to prevent the spread of germs.

Five Star Institute is taking precautions to ensure your safety as conditions change daily. Additional guidelines for social distancing or masks may be implemented upon arrival.

THE JOULE

The event will be held on the 2nd floor at The Joule. Upon arrival, an attendant will greet you outside The Joule and direct you to the Glass Elevator.

Hotel Check-In/Check-Out

Hotel check-in time is 3:00 p.m. and check-out time is 12:00 p.m. Guests arriving prior to check-in will be accommodated as rooms become available. The hotel will arrange to check baggage on a complimentary basis for guests arriving before check-in for whom rooms are not available, and for guests attending functions on their day of departure.

To view further details about The Joule, click below:

<https://fivestarglobal.swoogo.com/ll1002022/venue>

Parking & Transportation

Valet Parking:

Valet Parking is available at The Joule. Rates are as follows:

- Daily Valet: \$20 per vehicle
- Overnight Valet: \$45 per vehicle

Self-Parking:

A parking garage is located behind The Joule at the corner of Commerce St and Ervay St. The entrance is located on Commerce Street. The maximum daily rate is \$20. (It is not on Google Maps.) Other nearby parking garages are in the Comerica Building and the Thanksgiving Tower with daily rates of \$20.

Dining Options

The Joule offers multiple award-winning culinary experiences onsite. [Click here](#) for details.

- CBD Provisions
- Sassetta
- Midnight Rambler
- Weekend Coffee
- Lobby Bar

TRAVEL TIPS

Air

We encourage you to reconfirm any air travel directly with the airlines 24 hours prior to departure in the event schedule changes have occurred. On your designated travel day, it is recommended that you arrive at the airport at least 1.5 hours in advance of your departure time due to increased TSA wait times.

Should air travel issues impact your ability to attend the conference, please reach out to us at Events@TheFiveStar.com.

Baggage

Domestic baggage fees will vary by carrier. You can review these charges online based on carrier or upon your arrival at the airport. Please note: There is a weight limit on baggage. See your carrier website for additional information.

All medications should be brought in your carry-on. Do not pack necessary medications in your checked bags.

Ground Transportation

Car Rentals

Dallas Fort Worth International Airport: DFWAirport.com/Guide/RentalCars/

Dallas Love Field Airport: Dallas-LoveField.com/Passenger-Services/Ground-Transportation/Rental-Cars

Taxi

Yellow Cab: 214.426.6262, DallasYellowCab.com

Cowboy Cab: 214.428.0202, CowboyCab.com

Rideshare

Skip the taxi line and hassle of coordinating with rental cars or shuttle services—try utilizing one of these great ride-sharing services!

[Uber](#) is a free mobile application that can be downloaded on both the iPhone App Store and Android Google Play marketplace. If you chose to utilize Uber's services, it is recommended that you download the application prior to arriving at the airport. Uber has ride options for every group, size, style, and need. You can request an Uber minutes before you leave or schedule a ride in advance.

[Lyft](#) is a free mobile application that can be downloaded on both the iPhone App Store and Android Google Play marketplace. If you chose to utilize Lyft's services, it is recommended that you download the application prior to arriving at the airport.

DART Train

Take the Dart Train from DFW Airport to downtown Dallas on the Orange Line. Exit at the Thompson Dallas Hotel station and walk south on Akard St two blocks and take a left (go East) on Main St half a block to arrive at The Joule. [Click here](#) to view schedules and tickets.

CODE OF CONDUCT

Five Star Global (FSG) is committed to ensuring a safe and welcoming environment for all participants at all our events, virtual and live. Our expectation is that all participants:

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.

Unacceptable behavior from any participant at FSG events, including attendees, exhibitors and sponsors, will not be tolerated. If a participant engages in unacceptable behavior, Five Star Global may take any action they deem appropriate, including removal from the event, without an opportunity for refund.

CONTACT INFORMATION

For questions prior to your departure, or on-site please feel free to contact us at Events@TheFiveStar.com.

SAFE TRAVELS AND SEE YOU IN DALLAS, TX!