



TRAVEL INFORMATION & PREPARATION DETAILS

Organizations sending trainees are responsible for their lodging, transportation, and meals outside of training hours. On Lok *PACEpartners* provides lunches, water, coffee and snacks.

Please plan to arrive in San Francisco the day before the training. You may also want to consider staying an extra day if you are interested in sightseeing.

AIRPORTS

San Francisco Airport is the closest airport to the training, however, Oakland airport across the San Francisco Bay is also a suitable back-up.

HOTELS

Please plan to arrive in San Francisco at least the day before the training begins. We recommend that you stay within walking distance of On Lok Gee Center (1333 Bush Street, San Francisco). The following hotels are recommended:

-[Hotel Carlton](#) (2 blocks/0.1 mile from On Lok Gee Center)

Hotel Carlton is the closest hotel to On Lok. Rooms are small and clean, most with excellent views of San Francisco. Breakfast is available at 7:30AM (not included with room fee). No air-conditioning.

-[Holiday Inn](#) (4 blocks/0.3 mile from On Lok Gee Center)

Holiday Inn provides parking if you will be driving or renting a car. The hotel has modern rooms with air-conditioning. It is located next to a cable car stop. Rooms are modern and breakfast is available starting at 6:30AM (not included with room fee).

-[Queen Anne Hotel](#) (6 blocks/0.7 mile from On Lok Gee Center)

Queen Anne is a Victorian-style bed-and-breakfast that provides a complimentary continental breakfast. The hotel also has a parking lot for guests, although it can fill up. No air-conditioning.

-[Grand Hyatt](#) (10 blocks/0.9 mile from On Lok Gee Center)

The Hyatt is a sophisticated hotel on Union Square, a high-end tourist center in San Francisco. A breakfast buffet is available (not included with room fee). Parking is available for \$41/day in an adjoining lot.

TRANSPORTATION

Airport to Hotel

The San Francisco Airport (SFO) is about 15 miles from the main part of San Francisco. Depending on traffic/time-of-day, it can take from 20-60+ minutes to get into the city. The easiest way is to take a taxi (approximately \$45-\$70 depending on traffic congestion). Or you can pre-book a shuttle service to get to your hotel (be prepared for longer travel times due to multiple stops). Parking in downtown San Francisco is limited and expensive, so you may prefer having no rental car during the training. Here are some shuttle services:

[Airport Express](#) - shared transport between SFO and any San Francisco hotel

[Blue Shuttle Airporter](#) - shared transport from SFO to any location in San Francisco

[Supershuttle](#) - shared transport from SFO to any location in San Francisco

Hotel to On Lok

Most of the recommended hotels on this list are within walking distance. You may also ask your hotel to call a taxi for you. The On Lok front desk staff would be happy to call a taxi for you after each training day ends, should you need one. On Lok Gee Center is located at 1333 Bush Street, at the corner of Bush Street and Larkin Street.

BART

If you are local and taking BART into or within San Francisco, we recommend two options:

-Take Bart to Montgomery Station and take a cab or the Muni # 2 or 3 to the intersection of Sutter and Larkin Street, then walk one block up the hill to Bush Street.

-Or take Bart to Civic Center and plan to walk 15 minutes up the hill towards Bush Street. On Lok is on the corner of Bush & Larkin Street.

WEATHER & ATTIRE

San Francisco weather can be unpredictable, so please check weather reports. We can have some fog in the morning and it tends to get cooler in the evenings.

We recommend that you dress in business casual attire. Please wear comfortable shoes and clothing in preparation for long (but energizing!) days.

EMAILS & TEXTS

We ask that training attendees plan ahead to “unplug” during training days; our trainings are very interactive and will require your full attention. If you must take a call or be in touch, please step out of the room or wait until the next break.

SIGHT-SEEING IN SAN FRANCISCO

On Lok training intensives do not allow much extra time for sight-seeing in San Francisco. Previous attendees have indicated that they wish they had planned ahead to make the most of their time in San Francisco just before and after the training, when they have time to see a bit of the city. These websites may help you plan ahead for where you may go:

www.sfgate.com www.sanfrancisco.travel

Please contact ecarty@onlok.org if you have further questions.