

## THIS IS THAYER ★

*At Thayer*, we believe character is foundational to a leader's ability to lead one's self, others, and an organization. Our programs reflect our comprehensive approach to developing leaders of character, grounded in the U.S. Army's timeless leadership principles of "Be, Know, Do" taught at the United States Military Academy at West Point. Thayer has been ranked for three consecutive years as one of the Top 40 Leadership Training Companies in the world by Training Industry, Inc.



## WHAT YOU NEED TO KNOW ★

### Agenda/Schedule

Leading with Character & Competence, the daily online pre-work session, will begin approximately **2 weeks** prior to the onsite program. The onsite program starts at 5:00 PM on the first day and finishes at 12:30 PM on the last day. A detailed agenda will be sent **4-6 weeks** prior to your Thayer experience. Following the onsite program, Leading with Purpose, the weekly online post-work session, will begin approximately **1 week** after the onsite program.

### Accommodations

Accommodations at the [Historic Thayer Hotel at West Point](#) are included in the program package and will be arranged by TLDG. Check-in is from 4:00-5:00 PM on the first day of your scheduled program and check out is by 11:00 AM on the final day of your program. Should you need more than the prearranged 3-night stay, we are happy to help arrange the accommodations, but those nights are not covered within the program tuition and will need to be paid for independently.

### Security

As the Thayer Hotel is located on a military installation, please be sure to have the necessary **government issued ID** (drivers license, passport, DoD ID card) you submitted at registration to present to the guard at the entrance of the base. The latest security information about visiting West Point can be found [here](#).

Should you arrive prior to check-in, we recommend visiting the newly renovated West Point Visitor's Center and Museum, a 5-10-minute walk from the Thayer Hotel. The Visitor's Center has a lovely gift shop for West Point memorabilia.

### Travel

By car, West Point is located approximately 1 hour from New York City. Ubers, limos, trains and other car services are readily accessible to get to West Point. We don't recommend taking an Uber when leaving due to the logistics of getting onto the military installation. We recommend the following car services:

- [MTC Limousine](#)
- [Visconti](#)

Nearby Metro North train stations that go directly to and from Grand Central:

- [Garrison Train Station](#)
- [Croton-Harmon Train Station](#)

West Point is serviced by several airports, listed in order of ease of access:

- [Stewart International Airport](#), NY, 11 miles
- [Westchester County Airport](#), NY, 45 miles
- [LaGuardia Airport](#), NY 52 miles
- [John F. Kennedy International Airport](#), NY, 63 miles
- [Newark Liberty International Airport](#), NJ, 64 miles

The hotel also offers complimentary valet parking to guests driving or renting a car to West Point.

### Dress Code

General guidelines for packing are **business casual** and **activewear**. A Thayer program manager will be sending a more detailed packing list closer to the program start date.

### Cancellation Policy

You may cancel your registration without penalty if written notice is received by Thayer at least 31 days prior to the start date of the on-site portion of the Course. If you cancel your registration between 15 and 30 days prior to the start date of the on-site portion of the Course, Thayer shall keep \$3,000 of your registration fee as a cancellation penalty, and will apply the balance toward another Thayer course within the same calendar year. If you cancel your registration within 14 days of the start date of the on-site portion of the Course, your full registration fee shall be payable and retained by Thayer as a cancellation fee.

If you wish to transfer your registration to another Thayer course within one year of the Course and you are making only one transfer request: (i) if you provide notice of such request within 15-30 days of the start date of the on-site portion of the Course, Thayer shall permit such transfer upon payment or retention of a \$500 change fee; and (ii) if you provide notice of such request within 14 days of the start date of the on-site portion of the Course, Thayer shall permit such transfer upon payment or retention of a \$3000 change fee, with the balance of the registration fee being applicable towards the new Thayer course.

If you wish to transfer your registration in the Course to another person and you provide notice of such request and the new person's information no later than 7 days prior to the start date of the on-site portion of the Course, Thayer shall honor such request with no penalty or change fee.

### Next Steps

Online pre-work will begin approximately **2 weeks** before the onsite portion of the program. In addition, approximately **4-6 weeks** prior to your [Thayer experience at West Point](#), a Thayer program manager will contact you with more details regarding your program.



Please feel free to contact us at [registration@thayerleaderdevelopment.com](mailto:registration@thayerleaderdevelopment.com) with any questions.