

Calculate Attendance Costs

Use this worksheet to estimate your total investment in attending CGI 2026. Share it with your manager to demonstrate the full value of your participation.

<u>Registration fee</u>	View the rates page on our website for the applicable fee	\$
CLOC Academy Course Fee(s)	\$245 per course <i>(optional add-on; courses sell out quickly)</i> .	\$
<u>Accommodations</u>	Hyatt Regency McCormick Place: \$345/night + tax Marriott Marquis Chicago: \$349/night + tax <i>Both are connected to the McCormick Place convention center for maximum convenience.</i>	\$
Transportation	Whether you're flying, taking the train, or using other transit, factor in the costs of getting to and from Chicago, as well as travel between the airport/train station and your hotel. Options include air (<i>Chicago is served by two major airports: O'Hare (ORD) and Midway (MDW). Both offer domestic and international flight options. Check early for the best availability and rates.</i>), rail, public transit, taxi, rideshare, or shuttle; choose the option that works best for you.	\$
Parking Reimbursement	At departure location, local street parking, or garage.	\$
Mileage Reimbursement	Driving to the Institute? To the airport for your flight? Use <u>Google Maps</u> to calculate distances, then multiply miles by 70 cents/mile (<i>IRS standard as of 7/2025</i>)	\$
Food Per Diem	Breakfast, coffee breaks, and lunches are included Tuesday and Wednesday. Breakfast and coffee included on Thursday. See <u>IRS guidelines</u> for conference locale rates.	\$
Visa Fees	Apply early! Visas can take weeks to months to process. If applicable, check your local embassy for rates and instructions.	\$
Subtotal		