



Music for All Summer Symposium, presented by Yamaha

## AIRPORT SHUTTLE INFORMATION

June 26-July 1, 2023 • Leadership Weekend Experience: June 24-26 • Ball State University, Muncie, IN



Music for All will be offering a shuttle service for Summer Symposium participants flying to and from camp. When booking travel, all flights should arrive and depart to and from the Indianapolis International Airport (IND). Shuttles will run from Friday, June 23 through Monday, June 26 (for arrivals) and throughout Saturday, July 1 (for departures).

Shuttle prices are \$50 for a one-way trip or \$100 for a round trip. To fill out the Air Travel Information Form, please [log into your UltraCamp account](#). Click on your student's name > click to expand My Forms > click Complete a New Form. Select the Air Travel Information Form that applies to your shuttle reservation, fill it out completely, and hit Submit.

You can also review and edit information you have already submitted in the My Forms section.

Please read below for more information and answers to frequently asked questions:

### **When should I schedule my arrival to Indianapolis and what times are the shuttles?**

If you arranged for an early arrival on Friday, June 23 (before Leadership Weekend) or on Sunday, June 25 (before full week Summer Symposium), you may arrive anytime throughout the day. Most participants choose arrival times between 1:00 and 9:00 p.m. If you are arriving on Saturday, June 24 or Monday, June 26, you should attempt to choose an arrival time that is no later than 10:00 a.m. to ensure that you will arrive to campus before Opening Session at 1:00 p.m.

Pick up times for arrival shuttles are NOT pre-determined. Once we collect all arrival information, we will schedule shuttle pick up times based on flight arrival times. In most cases, participants will not need to wait more than two hours for a shuttle after arriving at the airport.

Approximately two weeks before camp, emails will be sent to participants with their assigned shuttle pick up time.

**What should I do and where should I go when I arrive at the Indianapolis Airport?**

After de-boarding your plane, look for signs in the concourse directing you to “Baggage Claim and Ground Transportation.” After arriving at Concourse A or B, follow signage to reach the airport’s main plaza; a large circular area with restaurants and airline check-in stations. The baggage claim is down the centrally-located escalators on the check-in side of the main concourse. If you checked any luggage, find your flight’s assigned carousel and claim your belongings.

There will be a marked Music for All table staffed by a Music for All representative in the baggage claim area near the bottom of the escalators. After gathering your belongings, check in with the Music for All representative immediately. After checking-in, should you have time before your shuttle departs, you may wait in the baggage claim area or head back to the airport’s main concourse to purchase food (there are a number of fast food restaurants in this area; you will NOT have to go through a TSA security checkpoint for access). Please ensure that you are at the Music for All table at least 10 minutes before your assigned shuttle departure time.

**What should I expect of the shuttle?**

Most shuttles will be 40-passenger buses driven by Ball State University Transportation drivers. In most cases, buses will have at least ten passengers. In certain cases, we will arrange shuttles for less than ten passengers through Royal Transportation, an Indianapolis-based bus company. We always ensure there are at least three passengers per shuttle.

The trip from the Indianapolis International Airport to Ball State University takes approximately 90 minutes one-way. Drivers will have a list of passengers with their assigned dorm locations and will drop passengers close to their dorms.

**What happens if my arrival flight is delayed or cancelled?**

The Music for All representative stationed at the Indianapolis Airport will monitor all incoming flights and any potential delays. Should a flight delay cause you to miss your assigned shuttle time, the Music for All representative will place you on the next scheduled shuttle or make alternate arrangements. It is not necessary to notify us of a delayed arrival of less than 90 minutes.

Should your flight get delayed more than 90 minutes, or if it is cancelled and you are placed on a different flight, please call our event hotline at 877-643-6043 to notify us of your updated flight information.

**When should I schedule my departure from Indianapolis and what times are the shuttles?**

All Final Camp Performances will be done by 12:00 p.m. on Saturday, July 1.

All participants flying out on Saturday, regardless of departure time, will depart on a shuttle immediately following the conclusion of final performances. Music for All staff will be in communication with participants earlier in the camp week with procedures for dorm check-out and luggage storage during final performances.

Arrangements will be made for participants who must depart camp prior to 12:00 p.m on Saturday, July 1. Please keep in mind, any student departing earlier than 12:00 p.m. on Saturday, July 1 must also have a parent/guardian complete an [Early Departure Form](#).

If flying out Saturday Evening, you should attempt to pick a flight that departs later than 3:00 p.m. to give yourself enough time at the airport to check-in, pass through security, and find your departure gate. If you pick a later departing flight, understand that you may have to wait at the airport a few hours before your departure.

Approx. two weeks before camp, emails will be sent to participants with their assigned shuttle departure time. Music for All staff will remind participants of their departure time and procedures on Thursday, June 29.

**What should I do if I'm traveling with an instrument or color guard equipment?**

Check with your airline for their policies on case size and weight. Most airlines will allow you to carry-on smaller instrument cases and count it as one of your two personal carry-on items. If you cannot carry-on an item and need to check it instead, check with your airline to ensure it does not exceed size or weight limits. It is also recommended that you declare it as a fragile item to ensure safe handling by airline employees.

Should you find it easier and more cost-effective to ship items to camp instead of flying with them, please review the Student or Director General Camp Information documents for more details. All participants will be responsible for any fees associated for shipping items to and from camp.

**Do I need to be a certain age to fly alone?**

The U.S. Department of Transportation has no enforceable policies regarding travelers that are unaccompanied minors. Instead, airlines are permitted to create and enforce their own policies, which may differ slightly. At age 15, most airlines will allow a child to fly alone without any unaccompanied-minor procedures. Some airlines permit this for kids as young as 12. For more information, please review the document "When Kids Fly Alone" published by the U.S. Department of Transportation at the following link: [https://www.transportation.gov/sites/dot.dev/files/docs/Kids\\_Fly\\_Alone.pdf](https://www.transportation.gov/sites/dot.dev/files/docs/Kids_Fly_Alone.pdf)

After reviewing this document, please review your airline's specific policy to see if you may be affected.

Parents: should you have any questions or need to plan a specific procedure for your child, please contact our office at 800-848-2263 or by email at [symposium@musicforall.org](mailto:symposium@musicforall.org).

**Any other information I should know about traveling?**

Please be sure to read all necessary policies before traveling. TSA has constantly evolving policies on items that can and cannot be placed in luggage or carry-on items. Check here for up-to-date policies: <https://www.tsa.gov/travel/security-screening/whatcanibring>

Airlines differ in policies on checked luggage, weight requirements, and fees. Check with your specific airline to ensure your belongings fall within their requirements and that you are not paying high fees for overweight or oversized items.

In general, most airports and airlines recommend you arrive to your departure airport at least two hours before your scheduled take off time to ensure you have enough time to check luggage, pass through TSA security, and find your boarding gate. In general, most airlines begin boarding aircraft 30 minutes before scheduled take off times.

TSA Security check points at the Indianapolis International Airport are fairly efficient but can still be a time-consuming process. During peak times, it is suggested to give yourself up to 30 minutes to pass through security.

Airports are incredibly safe and secure places, and airport security has become an increasingly important focus all around the country the past 20 years. However, like any other high-traffic, public places, travelers should be aware of their surroundings at all times, especially if traveling alone.

**Parents: it is highly encouraged that you remain in communication with your children via phone or text messaging while they are traveling.**

**Conclusion**

We understand that Summer Symposium may be the first time some participants are traveling alone. Please be assured that our number one concern is that all our participants travel to and from Summer Symposium safely and comfortably. The procedures we have set forth are a result of over 40 years of operating the Summer Symposium and dealing with hundreds of participants from around the country annually.

If you have any further questions or concerns about this information, please do not hesitate to reach out to our office, either by phone at **800-848-2263** or by email at [symposium@musicforall.org](mailto:symposium@musicforall.org)