



CORPS
NSF Innovation Corps

2018 Spring Cohort – Los Angeles

Logistics Overview – Kick-Off Workshop

Workshop START: Tuesday, April 10th at 7:00 pm

Workshop END: Friday, April 13th at 1:30 pm

Note that this workshop is very time intensive. Please block off these days for course work and do not plan other activities.

VENUE AND ACCOMMODATIONS

Hyatt Regency Los Angeles
International Airport
6225 West Century Blvd
Los Angeles, CA 90045
Phone: (424) 702-1234

Please note: We have reserved a room block at the host hotel for I-Corps participants at the reduced rate of \$173/night + tax for a single or double occupancy room. This room rate includes complimentary breakfast and free in-room Wi-Fi. Please note that the faculty will be holding office hours at this hotel. **You must make your reservations for the kick-off workshop no later than Monday, March 26, 2018.**

[Please click here to make your room reservations](#) or call the hotel for reservations at (424) 702-1234 and reference “2018 Spring I-Corps Cohort Kick-off Workshop”. All team members must arrive to the hotel on Tuesday, April 10th to participate in the welcome reception starting promptly at 7:00 pm and may depart the hotel after the workshop concludes at 1:30 pm on Friday, April 13th. If any team members intend to share a sleeping room, please send an email to our conference email account (I-Corps@iqsolutions.com) with your hotel confirmation number and the names of all guests.

You are responsible for:

- Reserving your sleeping room(s) and covering the cost of all travel.
- Making any changes/cancellations to your booking directly with the hotel by 72 hours prior to check-in to avoid cancellation fees. Checking out earlier than your confirmed check-out date will result in an early departure fee.
- [Registering for the workshop online](#) no later than Monday, March 12th and paying the \$1500/person registration fee to the NSF logistics contractor (IQ Solutions, Inc). The registration fee must be paid for each team member by the start of the kick-off workshop. Payment can be made online via credit card or by check. Detailed payment information is available on the [logistics website](#).

TRAVEL

You are responsible for arranging your travel to attend the meeting. The closest airport to this event is **Los Angeles International Airport** (less than 1 mile).

PARKING

It is highly recommended that each team rent a car to utilize for customer discovery during the event. For guests at our event, overnight self-parking is discounted to \$25/night.

DRESS CODE

Dress code is business casual.

QUESTIONS? Please contact: I-Corps@iqsolutions.com