



**CORPS**<sup>TM</sup>  
NSF Innovation Corps

## 2018 Spring Cohort – Bay Area Logistics Overview – Kick-Off Workshop

**Workshop START: April 15<sup>th</sup> at 7:00 pm**

**Workshop END: April 18<sup>th</sup> 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

Hilton San Francisco Airport Bayfront  
600 Airport Blvd  
Burlingame, CA 94010  
Phone: (866) 238-8235

**Please note:** We have reserved a room block at the host hotel for I-Corps participants at the reduced rate of \$213/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 kickoff workshop no later than Friday, March 30, 2018.**

[Please click here to make your room reservations](#) or call the hotel for reservations at (866) 238-4218 and reference “2018 Spring I-Corps Cohort Kickoff Workshop”. All team members must arrive to the hotel on Sunday, April 15<sup>th</sup> 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 Wednesday, April 18<sup>th</sup>. If any team members intend to share a sleeping room, please send an email to our conference email account ([I-Corps@iqsolutions.com](mailto:I-Corps@iqsolutions.com)) with your hotel confirmation number and the name of both 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.
- [Registration for the workshop online](#) no later than Thursday, March 15<sup>th</sup> 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 kickoff 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 **San Francisco Airport** (5 miles).

### 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 \$10/night.

### DRESS CODE

Dress code is business casual.

**QUESTIONS?** Please contact: [I-Corps@iqsolutions.com](mailto:I-Corps@iqsolutions.com)