



2018 Summer Cohort – Bay Area, CA

Logistics Overview: Kickoff Workshop

Workshop START: July 10th at 7:00 pm Workshop

END: July 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

Hilton San Francisco San Francisco Airport
1333 Bayshore Highway
Burlingame, CA 94010
Phone: (650) 347-1234

Please note: We have reserved a guest room block at the host hotel for I-Corps participants at the reduced rate of \$269 night + tax for a single or double occupancy room. This room rate includes complimentary breakfast and free in-room wireless internet access. Please note that the faculty will be holding office hours at this hotel each evening. **You must make your reservations for the kickoff workshop no later than Tuesday, June 26, 2018.**

[Please click here to make your room reservations](#) or call (888) 421-1442 and reference the “Summer I-Corps Cohort”. All team members must arrive to the hotel on Tuesday, July 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, July 13th. If any team members intend to share a sleeping room, please send an email to 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.
- [Register for the workshop online](#) no later than Monday, June 11th 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** (3.4 miles). The [hotel website](#) has detailed information about the complimentary airport-hotel shuttle.

PARKING

It is highly recommended that each team rent a car to utilize for customer discovery during the event. For guests in our block, overnight self-parking is discounted 50% to \$15/night.

DRESS CODE

Dress code is business casual.

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