



2018 Fall Cohort – Detroit, MI Logistics Overview: Kickoff Workshop

Workshop START: September 25th at 7:00 pm

Workshop END: September 28th 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

Detroit Metro Airport Marriott
30559 Flynn Drive
Romulus, MI, 48174
(734) 729-7555

Please note: We have reserved a room block at the host hotel for I-Corps participants at the reduced rate of \$126 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 in the late evening at this hotel. **You must make your reservations for the kickoff workshop no later than Tuesday, September 11, 2018.**

[Please click here to make your room reservations](#) or call the hotel for reservations at (800) 228-9290 and reference “NSF I-Corps”. All team members must arrive to the hotel on Tuesday, September 25th 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, September 28th.

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 Tuesday, August 28th 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 **Detroit Metropolitan Wayne County Airport** (1.5 miles).

PARKING

It is highly recommended that each team rent a car to utilize for customer discovery during the event. For overnight guests attending the I-Corps event, overnight self-parking is complimentary.

DRESS CODE

Dress code is business casual.

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