



## 2019 Winter Cohort – Bay Area Logistics Overview: Kickoff Workshop

**Workshop START: January 27<sup>th</sup> at 7:00 pm**

**Workshop END: January 30<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**

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

**Please note:** We have reserved a room block at the host hotel for I-Corps participants at the reduced rate of \$249 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 hotel reservations for the kickoff workshop no later than Friday, January 11, 2019.**

[Please click here to make your room reservations](#) or call the hotel for reservations at (888) 421-1442 and reference “NSF I-Corps”. All team members must arrive to the hotel on Sunday, January 27<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, January 30<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.
- [Registering for the workshop online](#) no later than Thursday, December 27<sup>th</sup> and paying the \$1500/person registration fee to the NSF logistics contractor. 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).

### **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 \$15/night.

### **DRESS CODE**

Dress code is business casual.

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