2012 Master Academy

FINAL INSTRUCTIONS

Suggested Things to Bring – Bring your business cards, note pad, colored highlighters, pens and a bag to carry your class binder.

Registration – Registration is in the KI Center attached to the Hyatt on Main. Registration Monday through Wednesday begins at 7:30 am.

Parking – If you are staying at the Hyatt on Main, at check-in you will receive a free parking pass that will be good for the hotel parking lot and the Washington Commons parking ramp, which is located across the street. Commuters are required to park in the Washington Commons ramp across the street. Parking costs are: $.55 per hour with the first hour free.

Directions – The event is held at the KI Convention Center, 333 Main St., Green Bay, 54301. Please see the KI Convention Center’s website for directions at: http://www.hyatt.com/hyatt/ki/default.htm.

Attendance will be taken in all classes. If you are not present when attendance is taken, be sure you inform the instructor so you will not be marked absent. If you are marked absent, you will not receive the CEU hours for the class. Please arrive on time to the sessions and return promptly after break.

Certification Venue: These courses can be used for CMC, WCMC, MMC, WCPC, MTAW’s certification and recertification, and ICMA’s Voluntary Credentialing Program certification.

Cell Phones – Cell phones and texting should be limited to outside of class time. Please turn your phones off or set on vibrate during class.

What’s Happening Bulletin Board – Our Academy students are encouraged to post what they are doing in the evening on the What’s Happening Bulletin Board. If you are planning on going out for the evening and would enjoy others to accompany you, please use our message board to let others know they are welcome to come. Please do not spend the evening in your room alone. There are plenty of people who would like to spend time with you.

Clothing – Wear business casual attire to class and dress in layers. Be sure to bring a sweater or sweatshirt as hotel air conditioning is often uneven and one room may be warm and the next cool. Our classrooms are typically COLD.

All are invited to come for the following group events. These events are not included in your tuition fees for the Master Academy:
  Tuesday Evening: 5:00pm meet for box lunch in Atrium and continue go to Elvis & Reba program
  Wednesday Evening: Fun dinner - more details will be announced (for those interested)

Building More Collaboration in Your Municipality - you have been sent an assessment that needs to be returned as soon as possible to your instructor.

Influence without Authority - you have been sent an assessment to complete and bring with you to the class.
WEEK'S ACTIVITIES AT A GLANCE

Daily
7:30 a.m. - 8:30 a.m. - Academy Registration (Monday-Wednesday)

6:30 a.m. - 8:30 a.m. - Full breakfast is included to all Hyatt on Main guests. Other attendees may purchase breakfast tickets from the Hyatt’s registration desk.

Watch your agenda for class beginning and ending times. Class starting and ending times vary from class to class and day to day.

11:30 a.m. - 12:15 p.m. - Lunch Monday
12:00 p.m. - 12:45 p.m. - Lunch Tuesday and Wednesday

Monday
7:30 a.m. - 8:30 a.m. - Registration
8:30 a.m. - 4:15 p.m. - Classes

Tuesday
7:30 a.m. - 8:30 a.m. - Registration
8:30 a.m. - 4:00 p.m. - Classes
5:00 p.m. - Let Me Be Frank’s - Elvis and Reba Production: Details to be announced

Wednesday
7:30 a.m. - 8:30 a.m. - Registration
8:00 a.m. - Buses leave for UW-Green Bay’s class Improve Office Efficiency by Maximizing Computer Capacity
8:30 a.m. - 4:00 p.m. - Classes
11:30 a.m. - Buses leave UW-Green Bay for return to KI Center

Evening Dinner: Details to be announced

Thursday:
8:30 a.m. - 11:30 a.m. - Classes