



**OUTREACH AND ADULT ACCESS
UNIVERSITY OF WISCONSIN - GREEN BAY
2420 NICOLET DRIVE
GREEN BAY, WISCONSIN 54311-7001**

2010 ADMINISTRATORS SUMMIT

FINAL INSTRUCTIONS

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

Registration – Registration is in the KI Center attached to the Hotel Sierra on Sunday, July 25, from 6:30-7:30 p.m. Registration Monday through Wednesday is 8:00 a.m. to 3:00 p.m.

Parking – If you are staying at the Hotel Sierra, 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 ramp across the street. Parking costs are: \$.55 per hour with the first hour free.

Directions – The Hotel Sierra is located at 333 Main St., Green Bay. Please see the Hotel Sierra website for directions at www.hotel-sierra.com. Bring your tax exempt letter to receive tax exempt status.

Holiday Inn Check-In - If you are staying at the Holiday Inn remember to bring your tax exempt letter to receive tax exempt status.

Attendance – Attendance will be taken in each class. If you are marked absent, you will not receive credit/points for the class.

Business Cards – Bring your business cards. You'll be meeting lots of new people.

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

Summit Office and Messages – UWGB's personnel will staff the Summit's office in the KI Center. A message board outside our office will post messages from your home or office. If there is an urgent call, we will go to your classroom.

What's Happening Bulletin Board – Our Summit 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 don't spend the evening in your room alone. There are plenty of people who would like to spend time with you.

Clothing – Wear business casual 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.



WEEK'S ACTIVITIES AT A GLANCE

Daily

8:00 a.m.-3:00 p.m. – Summit Registration (Monday-Wednesday)

6:30-9:00 a.m. – Full breakfast is free to all Hotel Sierra Guests. Other attendees may purchase breakfast tickets at the hotel's registration desk for \$7.50/day.



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

12:00-12:45 p.m. – Lunch – Daily **announcements** relating to the Summit will be made during lunch at 12:15 p.m.

Morning refreshments will be coffee, hot chocolate and tea.

Afternoon refreshments will include beverage and snack.

Sunday

6:30-7:30 p.m. – Summit Registration

Monday

9:00 a.m.-4:00 p.m. - Classes

5:00-6:00 p.m. – Evening Networking Reception – All student event. Hors d'oeuvres will be served. There will be a cash bar available.

Tuesday

9:00 a.m.-4:15 p.m. - Classes

5:45 p.m. – Tuesday Night Outing-Bullfrogs game (optional pre-paid event)

Wednesday

9:00 a.m.-3:45 p.m. - Classes

Thursday:

8:00 a.m.-12:00 p.m. - Classes



Directions to the KI Center-Hotel Sierra

This year there is road construction on Hwy 172. To make your trip easier please use the following directions:

FROM NORTH: I-43 to Exit 187 (Webster Ave), take a right, stay on Webster 1 1/4 miles until you come to Main St, take a right, stay on Main Street. Hotel is down on the right.

FROM SOUTH: I-43 N to Exit 187 (Webster Ave), take a left at the stop sign: stay on Webster 1 1/4 miles until Main St, stay on Main St. Hotel is on your right. **OR** Hwy 41 N to Exit 169 (Shawano Ave); follow Shawano east until you go over the Fox River bridge and turn left on Washington St. Follow Washington until you come to Main St. Turn right on Main and on your left is the KI/Hotel Sierra.

FROM WEST: Hwy 29 E. you will travel under HWY 41. Once you go under HWY 41, HWY 29 is called Shawano Ave. Follow Shawano until you go over the Fox River bridge and turn left on Washington St. Follow Washington until you come to Main St. Turn right on Main and on your left is the KI/Hotel Sierra.