



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

2010 Master Academy

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. Sunday's registration is 6:30-7:30 pm. 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 for the Washington Commons parking ramp, which is located across the street. **Commuters** are required to park in the ramp across the street. Parking ramp 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 are should be limited to outside of class time. Please turn your phone off during class.

Academy Office and Messages – UWGB's personnel will staff the Academy's office in the KI Center. We will post your home and office messages on the board outside our office. If there is an urgent call, we will deliver the message to your classroom.

What's Happening Bulletin Board – The **What's Happening Bulletin Board** is a place our Academy students can post what they are doing that evening and would like others to join them. 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.

Academy Assignments



Review and bring materials requested. **Keep this form for your information.**

Suggested Things to Bring:

- _____ Bring your business cards
- _____ Note pad for note-taking
- _____ Bring colored highlighters and pens
- _____ Book bag/tote to carry your class binder

Monday:

- _____ *Athenian Dialogue: The Cruellest Miles*- Purchase and read the book and bring your copy with you to the discussion. Additional information about your IIMC registration fee will be provided in a separate email.
ISBN: 0393325709

Wednesday:

- _____ *Website Design* – Bring information to build your website. Some examples would be photos, meeting minutes, and information about your municipality.

WEEK'S ACTIVITIES AT A GLANCE

Daily

8:00 a.m.-3:00 p.m. – Academy 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 your class schedule for beginning and ending class 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 Academy 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. – Academy Registration

Monday

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

5:00-6:00 p.m. – Evening Networking Reception – All attendee 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

8:00 a.m.–Bus leaves to UW-Green Bay for Website Design class

8:30 a.m.–4:30 p.m.-Classes

Thursday:

8:30-11:30 a.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.