



Information for All Participants

1. We have attached the updated program – there is a campus map on the fourth page with information about parking on campus.
2. Attire is business casual for Friday, and weekend casual/jeans for Saturday.
3. PLEASE BRING the following:
 - Your own name badge (surely you have about 10 from other events!)
 - A reusable cup for cold drinks
 - A reusable mug for coffee/tea
 - Your own cloth napkin
 - Notepad and pen for notes
 - Stack of business cards
 - A sweater in case it is cold in the room
 - Your SmartPhone, tablet, or laptop if needed (if you requested no handouts please download the attached schedule and bring that along)
4. Lunch will be provided on Friday only from Jason's Deli. We will have coffee, water and snacks available on both days.
5. Please join us for the party Friday evening from 6-8pm at The Food Company at 2211 Bandywood Drive in Green Hills. **Please carpool as there is limited on-site parking.** You may be able to park in the parking structures at Green Hills Mall or the Hill Center – both are a short walk away. We will be providing appetizers at the event and Barry Sulkin will perform. A cash bar with beer and wine will be available – please drink responsibly and tip your server!!
6. We encourage networking throughout event. Please sit next to someone you don't know, visit the exhibit booths, and introduce yourself to at least three new people at this event. These important connections and relationships are what make our group strong.
7. We are striving to make this a no-waste event by: Printing Summit Material on recycled paper; Use of compostable Plates, Silverware and cups for Friday Lunch; Green and local venues and speakers, and more. PLEASE USE recycling and composting receptacles provided.
8. If you are a volunteer – look for a separate email with instructions. Speakers – if you have any questions about your presentation, please contact Kim Sasser Hayden or Gretchen Hagle.

In case of emergency you may contact us Friday or 10/28 or Sat 10/29 at:615-423-9444