



Logistics

January 11– January 14, 2015

Start & End dates/times

Workshop START: January 11, 2015, 7:00 pm (reception)

Workshop END: January 14, 2015, 2:00 pm

Note that the workshop will be time intensive. Please block off those days for course work and do not plan other activities.

Venue and Accommodation

Doubletree San Francisco Airport
835 Airport Blvd, Burlingame, CA
(650) 344-5500

<http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-san-francisco-airport-SFOAODT/index.html>

Please note: We have reserved an I-Corps room block at the Doubletree SFO for the reduced rate of \$199/night + taxes for a single occupancy room. This room rate includes breakfast and free in-room WIFI. Please note that the faculty will be holding office hours at the Doubletree. Your room reservations need to be made by **December 15th**. **Please contact Kirstin Gadiel (kgadiel@nciia.org) for instructions on how to book your overnight rooms.**

You will be responsible for:

- Reserving your overnight room(s) as well as the cost of your lodging. Please provide payment to the hotel when you check in (\$199/night + taxes for a single occupancy).
- Requesting any changes/cancellations to your booking by January 6th to avoid incurring lodging costs.
- Reimbursing VentureWell for any hotel charges incurred on your behalf. VentureWell reserves the right to invoice you for these charges.

Travel

You are responsible for arranging your travel to attend the Bay Area meeting. Local airports include San Francisco Airport (2 miles away), San Jose Airport (30 miles away) and Oakland Airport (28 miles away). Please note that the Doubletree does have a complimentary shuttle to and from the San Francisco Airport. Local area information can be found here:

<http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-san-francisco-airport-SFOAODT/maps-directions/index.html>

For this meeting we highly recommend teams reserve a rental car for customer discovery. The Doubletree will have discounted parking available for \$10/day.

QUESTIONS?

Please contact Kirstin Gadiel, kgadiel@nciia.org.