

Boise Safety Fest Instructor Information

Safety Fest Instructors and Opening Session Presenters:

Thank you again for all your support. This will be the last pre-event communication. Below is the information for parking at Boise State University and the map of the campus showing the Student Union Building (SUB) and the available parking areas.

Parking: As a thank you for volunteering your time Safety Fest will be covering the cost of your parking. In order to have Safety Fest pick-up the cost of your parking you will need to follow these directions:

Use the map below and park in the West Stadium Parking area – note your license plate number and proceed to parking payment Kiosk located at the ends of the parking lot. At the kiosk you will enter your license plate number at the prompt and then select OK. Select Purchase Ticket. You will then select \$2.50 per hour option and then enter at least 12 hours when asked for hour count. It will then ask if you have a coupon and you will select yes and enter **70205544**. Take your printed receipt and keep it with you. This parking is good for the day. Your license plate is in the system, so you do not need to re-enter any information in the parking kiosk if you need to leave and come back during that day. If you are teaching multiple days, you will need to enter this information daily at the parking Kiosk. Parking in any other locations will result in a charge that you will be responsible for as the coupon code only works in the West Stadium parking area. Once you park you will need to walk to the Student Union Building (SUB).



If you choose to not use the free parking at the West Stadium I recommend that you park in the Lincoln Garage and follow the steps of entering your license plate number at the Kiosk and selecting to purchase a ticket and then selecting the Safety Fest event listed and you will receive parking for the day at the discounted rate of \$2.50.

General Information: The Student Union Building opens daily at 7 am. Please do not come earlier than 7 am as you will be forced to stand outside in the cold. The registration desk for attendees will open at 7:15 am. Enter the SUB front entrance and proceed up the stairs to the second floor. The registration desk will be set up outside of the Jordan Ballroom. You will have an assigned monitor and either myself or Randy Danner will be on hand in the registration area at the table with the sign "Instructor Check-in" to assist you with any questions and get you to your room location. The classroom schedule allows for a minimum of 30 minutes between classes for transition. Each classroom will be set-up classroom style with tables and chairs, laptop, projector, screen, speakers, and white board. Please bring your training presentations on a USB. Wi-Fi is available through the BSU SUB.

Tuesday, January 28th and Wednesday, January 29th a vendor show will be going on during the event in the Jordan Ballroom D side. Short duration classes were scheduled around breaks to allow for attendees and instructors to visit the vendor area. The vendor area will have coffee/tea service all day and cookies at the afternoon break.

Tuesday 1/28:

Lunch Break 11:30 am to 1 pm

Afternoon Break 3pm

Wednesday 1/29:

AM Break 9am to 10 am

Lunch Break 12 pm to 1 pm

Afternoon Break and vendor bingo drawing 3 pm

Thursday, **January 30th** and Friday, **January 31st** beverage service will be served in the registration check-in area. Thursday will also have cookies available at 3 pm in the registration area. The BSU SUB has various options for food for purchase during the lunch breaks.

I look forward to seeing all of you next week. If you have any questions, concerns, or issues please call me at 509-713-6974 or text the same number and I will get back with you.

Thank you,

Holly Garcia

Logistics Director

Safety Fest - Boise