



2015 CONFERENCE LOGISTICS

Thank you in advance for your support of and participation in the 11th Annual Seattle Race Conference, which is almost one week away. Here are some logistical details to help make this our best conference ever. This conference is completely **sold out and we will not have any on-site registrations or ticket sales**. Everyone who attends must be pre-registered. Please share with everyone you may have registered and/or know. Especially, those who have expressed an interest in attending this conference, but could not get tickets.

All conference activities will be held in Pigott Hall. You can access the complete conference schedule at: https://drive.google.com/file/d/0B_ml8-dSDpEeSk5STDI4QkNScIE/view

CHECK-IN: The Registration area will open at 8a for pre-registration check-in. There will be separate check-in areas for groups, presenters, and volunteers (look for the signs). Group Leaders check-in and pick up the packet with name tags for your entire group, at the Group Table.

- Volunteers, complete your registration check-in, then check-in with Vivien Sharples for your assignment(s).
- If you reserved table space for materials and/or your organizations, check in with Bruce Flory, for your table location. If you have materials appropriate for a passive display table, check in with Bruce.
- Presenters: You should bring your own materials (markers/paper). If you will need to project from a Mac laptop, bring an adapter.

PARKING: Complimentary parking is available for the day in all of the Seattle University parking facilities. To locate and preplan your parking options consult the campus map at <http://www.seattleu.edu/maps>.

LUNCH: Box lunches will be served and there will be two service areas: one line for sandwich lunches and the other for vegetarian/vegan/gluten-free lunch salads. Your name badge will be color coded with the type of lunch you requested. We solicit your patience and help in making sure that everyone gets what they need. If there are any have questions, do not hesitate to contact us at info@seattleraceconference.org.

OTHER IMPORTANT DETAILS:

Make note that the Pigott Auditorium is a “food and beverage free zone” and we appreciate your cooperation by not bringing food and beverages into the auditorium. To reduce waste, **bring your own water bottle**. Seattle University recycles and composts, all food service materials provided by SU are all compostable (cups, containers, utensils, napkins, etc.), please dispose of accordingly.

Help us to accommodate those who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products.

SEATTLE U IS A TOBACCO FREE ZONE!

To promote a safe and healthy educational and work environment for students, faculty, staff, and visitors, Seattle University has adopted a tobacco and smoke free campus policy. The use or sale of tobacco products is prohibited on and within all Seattle University owned, leased, or managed properties. For more information about this policy go to: <https://www.seattleu.edu/tobaccofree/>

This will be an exciting and enlightening conference, addressing important issues. Seize this opportunity to network and make new friends. Share your photos and experiences on Facebook: <https://www.facebook.com/SeattleRaceConference> and Twitter with #PerceptionsKill. We look forward to seeing you on October 10th. Please do not hesitate to contact us with any questions. And again we thank you for supporting the 11th Annual Seattle Race Conference.