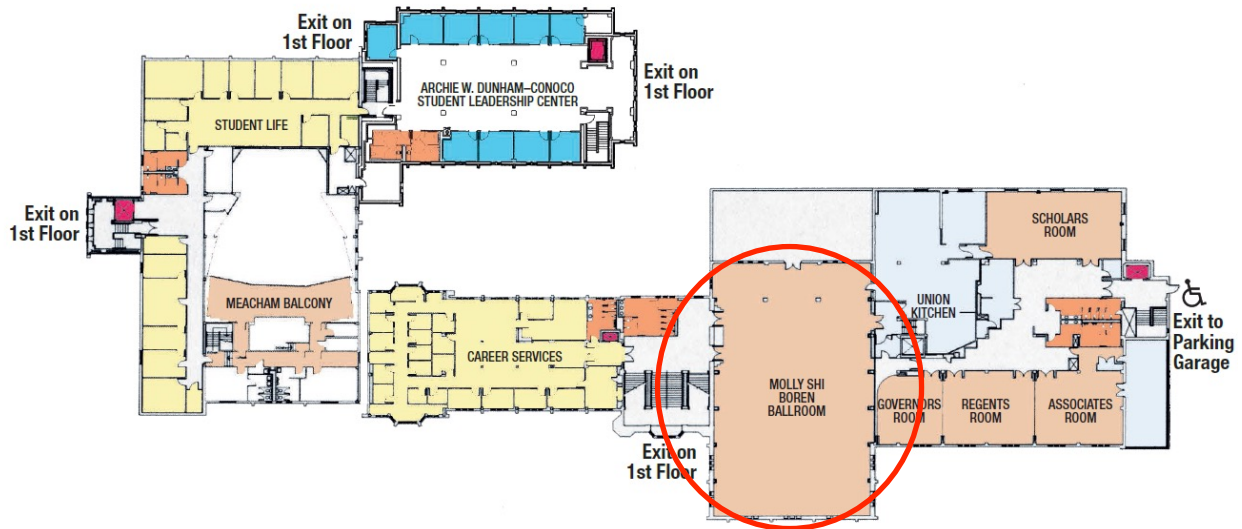


Location

The GIS Day Expo will take place in the Oklahoma Memorial located near Boyd and Asp at 900 Asp Ave. in the Molly Shi Boren Ballroom.

The ballroom is located on the third floor of the Union, please see the link for more details

<http://union.ou.edu/events/third.html> .



Time

The Expo will take place from 10:00 am to 3:00 pm. Please plan on checking in between 8:30 and 9:30.

Parking

For those coming from off campus, visitor parking permits were mailed last week and we will have a few extra on hand the day of the event. While visitor permits are valid in any lot, in consultation with OU Parking and Transit they advise using lot MP 4 (aka Duck Pond lot) located off Brooks between Jenkins and Classen. A map of parking lots is available at

<http://www.ou.edu/content/dam/Parking%20Services/images/81838-ParkingMap-2013.pdf>

Note: there is a parking garage at the Union for \$2 per hour but due to cold weather availability may be problematic.

Shuttle to Union

Beginning at 8:00 we will have shuttles running from the pre-designated parking area to transport participants and equipment. Look for a white extended cab pickup with the EOMF / OU logo and two white Dodge Caravan minivans.

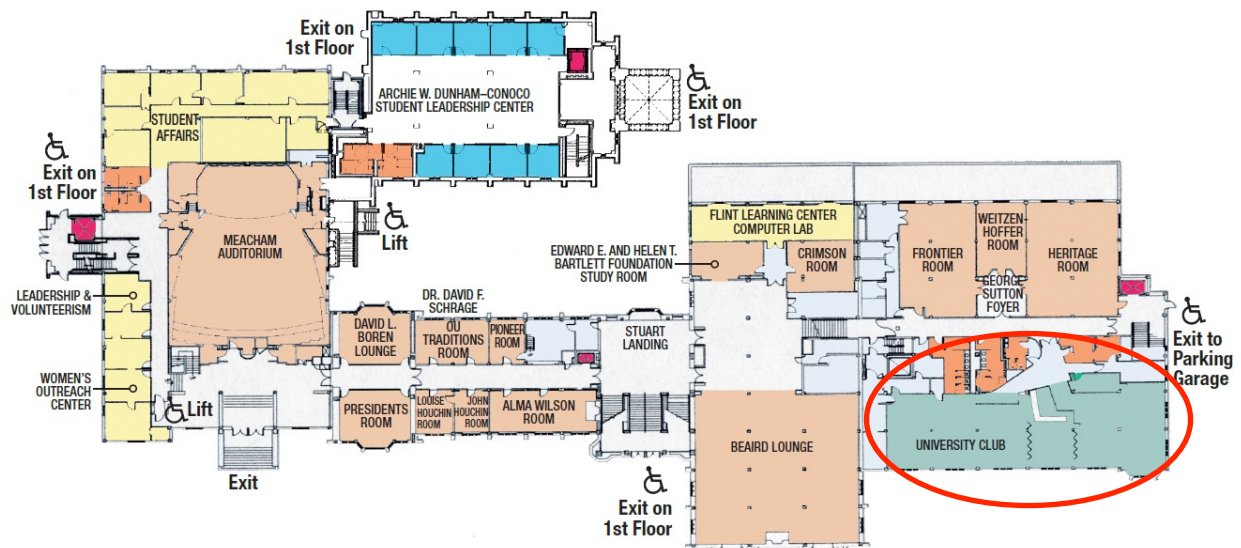
Carts

Beginning at 8:00 there will be three student volunteers meeting shuttles at the Union with carts to assist you with getting materials and displays to the third floor ballroom.

Breakfast and Lunch

A continental breakfast will be provided during the set up period.

Lunch will be provided to exhibitors in the University Club, also located in the Union. Due to the serving capacity at the University Club and need to have booths attended we will rotate four groups of participants through at intervals which will be assigned at check in. If for any reason the time is too early or late please let one of the organizers know.



Booths and Set up

Booths are standard 6 foot tables with two chairs each with access to electricity and Wi-Fi. A diagram of booth placement is attached.

While we will have some extra equipment available, please bring items you may need such as power strips, easels, poster display supplies, etc. to set up your booth.

Electricity

Electric outlets will be available, please bring items you may need such as power strips, extension cords, etc.

Internet Access

Wireless is available through the OU Guest network, instructions are available at <http://pacesetter.ou.edu/lod/facultystaff/OUGuestLogin.pdf>

Outside Food and Drink

Due to university contracts no outside food or drink is permitted at the event although small promotional items such as individually wrapped candies or logo bottled water are fine.

Take Down

At the end of the event we will again have student volunteers with carts and minivans to assist you with equipment and transport.

Contact

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