

Annual Meeting FAQ	FAQ Answer
<b><u>Need to Knows</u></b>	
<b>What can I wear?</b>	Thursday is business casual. No jeans will be allowed until after 5pm on Thursday. Friday you can wear jeans. No tennis shoes are allowed during the event.
<b>What do I do if I need help or have a question during the Annual Meeting?</b>	If you have questions or need help at anytime during the Annual Meeting, look for someone wearing a bright green shirt & they will be able to assist with whatever you need.
<b>Can my guest attend the meeting?</b>	Your spouse is welcome to join as much or as little of the event as they want
<b>Is smoking allowed anywhere in the property?</b>	No. All property that we are utilizing at the Civic Centers as well as all hotel rooms are smoke free. Smoking is only allowed outside beyond 25 feet from any building or in specific locations labeled for smoking.
<b><u>Transportation</u></b>	
<b>Bus Details ( Food and Bev Provided + Who is organizing)</b>	<p>MPLS ORGANIZERS: Amy Jansen &amp; Teresa Mason  Mpls. Bus(es) will be loading at 7:45 and departing office parking lot at 8:00 AM on 2/28. Breakfast and beverages (coffee, water &amp; pop) will be provided. The bus(es) will arrive at the drop zone right at the Grand Lobby West Doors. You will take your luggage from the bus and put it into the designated luggage room at the Mayo Civic Center right after checking in for Knutson badges. Then at 5:00, when you get your key, you will get your luggage from the designated luggage room and bring it to your hotel room.  On the morning of 3/1 as you head to the meeting room you will bring your luggage with and leave it in the designated luggage room until closing of our meeting. Mpls. Bus(es) will depart the Mayo Civic Center after the close of our meeting. Boxed lunches and beverages (water &amp; pop) will be provided. There will be signs outside of the Mayo Civic Center to designate which bus is returning to Mpls., and which bus is returning to Iowa.  ***Amenities included on the bus; WiFi, DVD Player, Restroom</p> <p><b>IOWA ORGANIZERS: Nicole Virva &amp; Carissa Oltmann</b>  First pickup will be at the Iowa City office at XX:XX AM.  Second pickup will be at the Walmart on Blairs Ferry Rd. in Cedar Rapids at XX:XX AM.  Breakfast and beverages will be provided on the bus.</p> <p>The bus(es) will arrive at the drop zone right at the Grand Lobby West Doors. You will take your luggage from the bus and put it into the designated luggage room at the Mayo Civic Center right after checking in for Knutson badges. Then at 5:00, when you get your key, you will get your luggage from the designated luggage room and bring it to your hotel room.  On the morning of 3/1 as you head to the meeting room you will bring your luggage with and leave it in the designated luggage room until closing of our meeting. Mpls. Bus(es) will depart the Mayo Civic Center after the close of our meeting. Boxed lunches and beverages (water &amp; pop) will be provided.</p>
<b>Where do I park?</b>	<p>When attending the Annual Meeting at the Mayo Civic Center, look for the Parking Logo which will direct you to available lots and ramps.</p> <ol style="list-style-type: none"> <li>1. The Civic Center Ramp is located on the west side of Civic Center Drive across the street from the center and is attached by a climate-controlled skyway.</li> <li>2. The 1st St. Ramp is located behind the Civic Center Ramp near the DoubleTree by Hilton Hotel. This is also connected via skyway.</li> <li>3. The 2nd St. Ramp is located SW of the Civic Center and is directly South of the 1st St. Parking Ramp. This skyway is also connected via skyway.</li> </ol>
<b>Do I have to pay to park at the civic center?</b>	No. Parking tickets will be provided to guests that park in the 3 ramps indicated on the map; ticket vouchers will be handed out during the meeting to use upon exiting.
<b>Do we get reimbursed for parking?</b>	You will receive one ticket for parking. If you exit the ramp more than one time with your vehicle, you will be responsible for any additional parking costs.
<b>What doors do we enter to get into the civic center?</b>	You will be able to enter the Civic Center through the skyway, as well as on the street level through the Grand Lobby West doors.

<b>Hotel</b>	
<b>What hotel am I staying at?</b>	We have rooms reserved at the Hilton Garden Inn as well as the DoubleTree by Hilton. You will be updated with your hotel information closer to the event.
<b>Where do I go when I arrive on Thursday?</b>	When you arrive at the Civic Center on Thursday, you will need to register in front of Rooms 101-105, on the ground level. You will also drop off your luggage during registration.
<b>When do I check into my hotel?</b>	There will be no need to check in at the front desk of your hotel, as room keys will be distributed to you during the meeting.
<b>What time is check in/ When can I get my room key?</b>	Rooms will not be available until 5pm. Keys will be distributed to you before 5pm, during the meeting.
<b>Can I get in my room early? What about my guest?</b>	You nor your guest will be able to check into your room before 5pm.
<b>Where will my bags be located until I check in?</b>	When you arrive at the Civic Center on Thursday, your luggage will be stored in a secure area until the room keys are distributed and rooms are ready.
<b>What time is check out?</b>	There is no need to check out at the front desk of your hotel, as you may leave your room key in the room. However, you and your guest should be out of your room by 10am on Friday. We strongly encourage you to bring your luggage downstairs Friday morning before the meeting begins.
<b>Fun Questions</b>	
<b>Will there be a mechanical bull?</b>	After consulting with our insurance providers and your spouses, we have decided not to offer a Mechanical Bull.
<b>Why are some things top secret?</b>	The Annual Meeting Team signed their confidentiality agreements.
<b>What will be served for the meals?</b>	We have decided to go with food!!