



Security



- Please wear your name badge and keep it visible at all times when you are in the building
- Enter through the far-right gate at the entrance in the morning
 - You will need to sign in every day at the guard desk in the lobby of this building
- ‘Escort required’ badge holders must be accompanied by a NOAA Civil Servant when moving about the building



Presentations



- All talks will be shown from the presentation laptop in order to provide remote access
- Please turn your presentations in to Kathy Thompson well in advance of your talk – and no later than the start of the break *before* your session
- Please use the microphone when asking questions, and identify yourself for the benefit of those participating remotely



Remote Access (cont.)



- Please indicate which breakout sessions you will attend
 - Tuesday afternoon – A – DC-8
 - Tuesday afternoon – B – ER-2
 - Tuesday afternoon – C – Flight Planning / Theory
 - Tuesday afternoon – D – DC-8, ER-2, Flight Planning
 - Tuesday afternoon – E - Theory



Integration Discussions



- Instrument teams – Please sign up to meet in the Outreach Classroom (GC124) with Jeff Myers, Carl Sorenson, Dave Van Gilst, and Adam Webster on Monday or Tuesday
- They will be available today and tomorrow
- The sign-up sheet is at the registration desk



Food & Beverages



- Please use the ‘SEAC4RS Coffee Club’ jar to contribute toward the cost of the refreshments
- Lunch orders for tomorrow are due by the end of today
- Forms are available – and payment is due – at the registration desk
 - \$10 per meal
 - Cash only please
- The cafeteria is located next to this room
- A list of nearby restaurants is available at the registration desk



Travel Support



- With the exception of Civil Servants and JPL personnel, travel support for this meeting is being provided by SSAI – a NASA Langley contractor
- By now you have received instructions from SSAI regarding how to submit for reimbursement
- If you have any questions about the process, please contact Diane Zeimet <diane_zeimet@ssaihq.com>



Wireless & Power



- Instructions for accessing the wireless network are provided on the back of the agenda
- There are some power strips available in the meeting room
- In addition, charging stations are available in the back of the room, and also on the table outside the room



Did I forget anything?



- If you need anything, please see someone with a red strip at the bottom of their badge holder
- Many, many thanks to all of the NOAA folks who have helped with this meeting!!