

DATE: July 11, 2011  
TO: Washington Business Week and Healthcare Week Participants  
Pacific Lutheran University, July 31-August 6, 2011  
FROM: Washington Business Week / Healthcare Week

**SUBJECT: INFORMATION ABOUT YOUR WEEK AT PACIFIC LUTHERAN UNIVERSITY**

Thank you for registering for the Business Week or Healthcare Week Program. This letter should provide all the information you need to make your week a success. If we have missed anything or if you need further information, please give us a call at (253) 815-6900. **IF FOR SOME REASON YOU CANNOT ATTEND, PLEASE LET US KNOW SO THAT ANOTHER STUDENT CAN TAKE YOUR PLACE. WE HAVE A LONG WAITING LIST FOR EACH PROGRAM.**

**COLLEGE CREDIT OFFERED**

We are able to offer 2 elective college credits to students attending Business Week and Healthcare Week thanks to a partnership with Edmonds Community College. Elective credits should be transferable to most other schools. Please see the attached separate letter and application form if you are interested in purchasing the credits. You must **bring the College Credit Application with you to registration**. Please **do not mail it to us** in advance. We also need a **separate** check or money order made out to *Edmonds Community College* in the amount of \$50.00. No Credit Card payments can be accepted. College Credit is optional.

**HEALTH AND RELEASE FORM AND CODE OF CONDUCT**

**PLU requires that every student complete a separate PLU Health and Release form** in addition to the form used by Washington Business Week. This form is enclosed. Please make sure it is fully completed and bring it with you on Sunday to registration. Please do not mail it in advance.

**We require that every student complete the Health and Medical Release form and the student Code of Conduct.** Most students have already completed the BW forms and sent them in. **If you still have yours sitting around, please sign and mail or fax it ASAP. This is most important and is mandatory for staying on campus. Students will not be allowed to participate in the program or stay on campus without these forms.**

**CAMPUS TOURS ON SUNDAY**

Tours of the PLU Campus will be offered on Sunday at 10:30 AM and 11:30 AM for parents and students who may be interested. Tours will leave from the Business Week / Healthcare Week registration area, which is where residence hall room keys will be issued.

**SUNDAY CHECK-IN PROCEDURES**

**Registration for Business Week and Healthcare Week programs and dorm room assignment is from 10:00 a.m. to 12:00 p.m. on Sunday, July 31st.** Check in at University Center, Knutzen Hall (directions below). At registration you will be assigned to a company and receive your official Business Week T-shirt and notebook. **Please allow at least 15 minutes for registration** – you do not need to arrive early. Remember, if you want to room with a friend, you must check-in at the same time for your dorm room assignment. If you arrive before 10:00 a.m., take a look around the campus. Parents and friends who are with you may wait nearby and review your student notebook and schedule and talk with PLU representatives. **Leave your luggage in the car until after you register.**

LUNCH is available in the University Commons from 11:45 AM to 12:45 PM as part of the program for those who register on time. Parents and guests are invited to join you; their cost is about \$10.00 per person and they may pay at the door. The student registration fee covers the cost of all your meals.

## **PROGRAM START TIME**

The program opening session will begin promptly at 1:00 p.m. in Lagerquist Hall located in the Mary Baker Russell Music Center. Parents and friends are welcome to attend. It is important that you **be there on time**, but if you must be late, please call to let us know.

## **LATE ARRIVAL**

If for any reason you cannot arrive on time, please call and let us know or we may assume you are a no show. Cell Phone at the programs starting July 30<sup>th</sup> - (253) 302-9268; WBW Office in Federal Way - (253) 815-6900.

## **PROGRAM DURATION & CHECK OUT**

The program will conclude Saturday morning, August 6<sup>th</sup>. There is no programming on Saturday. With prior parent permission, you are able to leave Friday evening after the banquet. **Check out for Business Week and your dorm room is from 9:00 p.m. to 11:00 p.m. on Friday, August 5<sup>th</sup> or 8:30 a.m. to 10:00 a.m. on Saturday, August 6<sup>th</sup>.** Please complete the Student Check Out Form and bring it with you to registration on Sunday. Breakfast will be served on Saturday. You should check out of the dorm by 10:00 a.m. GU will run a shuttle to the bus depot or airport with prior arrangement.

## **TALENT SHOW AND DANCES**

There will be a student talent show on Thursday evening and all Business Week program participants will attend. Of course, performing in the talent show is optional. Please think about your special talents and come prepared to share. This is guaranteed to be a special evening.

Two dances are planned, Wednesday and Friday evenings. Only **appropriate** dancing is allowed and those violating this policy will be removed from the dance and their parents will be called. These dances are for Business Week program participants only! Dress for the dances is casual.

## **PARENTS – OVERNIGHT ACCOMODATIONS**

If parents plan to stay in a Tacoma hotel on Friday, August 6<sup>th</sup>, rooms should be booked **NOW!**

## **FRIDAY NIGHT BANQUET – Dress Up Event**

Parents are invited to attend your Business Week Graduation Dinner and Awards Ceremony, Friday, August 6<sup>th</sup>, at 6:00 p.m. in Olson Auditorium. Special guest tables will be provided. Students will be seated with their Business Week Company and are asked to dress up for the banquet. The cost of the dinner for family and friends is approximately \$20 per person and half price for future Business Week students under 12. There is limited seating available and **tickets for dinner must be purchased at registration or in the Washington Business Week office before Tuesday morning.** If we run out of tickets, we will make seating available at 6:45 p.m. for guests to see the closing program, including awards and recognitions.

## **DRIVING DIRECTIONS**

From I-5, take exit 127 and head east on Highway 512. Continue on 512 for approximately two miles to Pacific Avenue S. (Parkland-Spanaway exit). Turn right (south) on Pacific Avenue S. In about a mile turn right on Garfield St. Turn left on Park Ave. University Center is on the right side of Park Ave at 122<sup>nd</sup> St.

If you are coming from the east (Puyallup area) go west on Highway 512 and take the Pacific Avenue S (Parkland-Spanaway exit) and head South on Pacific Ave and follow the directions above.

Address for Navigation and GPS systems – Park and 122<sup>nd</sup>, Tacoma, Washington 98447.

**It will be easier if you leave your luggage in the car until after you register.**

## **AUTOMOBILES**

If you bring your car to the program, you will be asked to park in a special parking lot. You will be required to check your keys with the housing staff. Do not plan to use your car during the week. **NO EXCEPTIONS.**

## **BUSINESS WEEK OFFICE ON CAMPUS (Ordal Hall)**

During your week at the program, messages may be left at the on campus **Washington Business Week OFFICE** at (253) 302-9268 **from July 30<sup>th</sup> through August 6<sup>th</sup> (until 9:00 AM on August 6<sup>th</sup>) only.** You can also send an e-mail to [alisa@wbw.org](mailto:alisa@wbw.org). This e-mail address will be checked periodically throughout the day.

- Please be aware there are times during breaks and recreation that we are unable to locate students in a timely manner.
- Students will receive messages during their company meetings.
- The on campus Business Week office will be open from 7:00 AM to 11:00 PM.
- Voicemail is available after hours.
- In case of an emergency after hours, please contact campus safety at (253) 535-7441. The following Business Week staff can also be reached in an emergency by cell phone:
  - Dorm Director, Adam Schrieber- (253) 302-9268
  - Program Manager, Tracey Turcotte - (253) 302-9311

## **CLOTHING AND THE WEATHER**

**Business Week** classes are informal. Most likely the days will be warm and the evenings cooler. Shorts, T-shirts and a sweatshirt are advised. On Friday there will be a Presentation and Trade Show in the morning. Dress clothes are voluntary, however, dresses, sweaters, slacks, sport jackets and ties are appropriate if you have them. **Friday evening graduation banquet is dress-up time** -- dresses, sweaters, slacks (Dockers type), sport jackets and ties are appropriate if you have them. Shoes and shirts are an absolute must in the dining halls and the gym. Dress that constitutes a safety hazard or that disrupts the optimum learning environment is prohibited. **Clothing or jewelry that displays illegal/immoral actions or items including alcohol, drugs, gangs, or violence are not to be worn on campus or during the program.**

## **HOUSING**

Females will reside in Ordal Hall and Stuen Hall and males will reside in Hinderlie Hall. The basics are provided (linens, one pillow, one towel, one washcloth and one blanket). You must bring other essentials, such as the following:

- |                                      |   |  |                                    |
|--------------------------------------|---|--|------------------------------------|
| <input type="checkbox"/> Sunglasses  | <input type="checkbox"/> Toothbrush                   | <input type="checkbox"/> Toothpaste                    | <input type="checkbox"/> Shampoo   |
| <input type="checkbox"/> Alarm clock | <input type="checkbox"/> Hair dryer                   | <input type="checkbox"/> Curling iron                  | <input type="checkbox"/> Camera    |
| <input type="checkbox"/> Extra Towel | <input type="checkbox"/> Fan (it's hot!)              | <input type="checkbox"/> Calculator                    | <input type="checkbox"/> Swim Suit |
| <input type="checkbox"/> Pillow      | <input type="checkbox"/> Flip flops for<br>the shower | <input type="checkbox"/> Refillable water<br>container | <input type="checkbox"/> Etc....   |
- Spending money in small denominations and change for vending machines

Residence Hall quiet hours are 10:00 p.m. to 6:30 a.m. These hours are strictly enforced. You will be expected to be in your dorm room by 11:00 p.m. with lights out by 11:30 p.m. Sunday through Thursday, and in your dorm room by 11:30 p.m. and lights out by 12:00 a.m. on Friday night. All residence halls will have floor counselors to assist you. **Note: There is a minimum \$35 fee charged for (each) lost key!**

## **TELEPHONES and PERSONAL ELECTRONICS**

We encourage you **NOT TO BRING VALUABLE ITEMS** to campus! **WASHINGTON BUSINESS WEEK IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES**, such as computers or iPods, which are brought to the program. You will have a key to lock your dorm room.

Cell phones are allowed but **must** be turned **OFF** during all program sessions, speakers, company meetings, etc. This includes games, text messaging and MP3 Players! Students who violate these policies will lose the privilege of using the devices.

There is free wireless internet in the dorm rooms; however, if you would like a fast connection, bring an Ethernet cable. Please be aware that Washington Business Week cannot guarantee internet connectivity or be responsible for lost, stolen or damaged personal items, such as computers, which are brought to the

program. You will have a key to lock your dorm room. Please note: you do NOT need to have a computer at the program.

### **MISCELLANEOUS**

**Special Assistance:** Individuals needing special assistance or special meals should contact the Washington Business Week office. Washington Business Week will notify PLU and attempt to arrange services.

Daily recreation is available. Please bring tennis shoes and gym clothes. Activities may include swimming, volleyball and basketball. Basketball and volleyball equipment will be provided. If you plan to swim, please bring a swimsuit and towel. If you plan to play tennis, you will need your own racquet and balls. Snorkel equipment, fins, air mattresses and other aids are not allowed in the pool.

We do not expect you to have any visitors during the week. **Please do not invite friends to see you; this is an intensive six-day program for participants only.** If a relative happens to be in town and wants to take you off campus for dinner, etc., this can be arranged.

Most areas of the campus will be open for your exploration during your free time each afternoon and a campus map will be provided at registration. You are requested to respect the rights of others and the property we have for your use. Snacks will be available for purchase during the day on campus. You will get three great meals each day, so don't overload on snacks.

**PLEASE BRING A SMALL AMOUNT OF SPENDING MONEY (small denominations and change) FOR SNACKS AND PURCHASES.** The cost of your room, meals, and the **Washington Business Week** Program are included in your registration, but you will need cash for anything you wish to purchase (like a university sweatshirt) and for personal expenses. Please note that there will not be access to the PLU campus store for forgotten items on Sunday.

Proper hydration is very important. Bottled water will be for sale at the Business Week office for \$0.50 and at the campus store at their regular price. Students should bring a refillable water container.

### **SMOKING and TABACCO PRODUCTS**

It is against state law for a person under the age of eighteen to purchase or attempt to purchase, possess, or obtain or attempt to obtain cigarettes or tobacco products. Therefore, it is the policy of WBW not to allow smoking during the program session for those under 18 years of age. The university also has a strict, campus wide, no smoking policy for minors and absolutely NO smoking indoors by anyone. Violation of any laws or program guidelines/Code of Conduct while attending the Business Week Program will subject the participant to removal from the program and result in the participant being sent home.

### **MAIL**

Those who would like to correspond with you during the week should address their letters to:

Your Name  
Washington Business Week 2011  
Conferences and Events  
Pacific Lutheran University  
Tacoma, WA 98447

Your Company Advisor will deliver any mail you receive while during a Company Meeting. If mail arrives after you leave campus, it will be forwarded to your home address.

### **WHILE ON CAMPUS AND THROUGH CHECK OUT**

You are required to stay on campus from the time you register on Sunday until you check-out on Friday night (**with parent permission**) or Saturday morning. We can arrange for doctor visits, etc.

**WE RESERVE THE RIGHT TO SEND ANYONE HOME WHO VIOLATES THE RULES, CODE OF CONDUCT OR IS OTHERWISE A DISTURBANCE TO THE PROGRAM. ABSOLUTELY NO ALCOHOL, DRUGS OR WEAPONS ALLOWED ON CAMPUS!**

***SEE YOU AT WASHINGTON BUSINESS WEEK!***