

DATE: June 2, 2011

TO: Washington Business Week and Get AMPT! Week Participants
Western Washington University, June 19-25, 2011

FROM: Washington Business Week and
Western Washington University Conference Center

SUBJECT: INFORMATION ABOUT YOUR WEEK AT WWU

Thank you for registering for the Washington Business 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 send us an email at registrar@wbw.org or 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 AS WE HAVE A WAITING LIST.**

SPECIAL NOTE: PARTICIPANTS WILL NEED TO BRING A SLEEPING BAG, PILLOW AND TOWELS, ETC. AS LINENS, BLANKETS, TOWELS AND PILLOWS ARE NOT PROVIDED.

COLLEGE CREDIT OFFERED

We are able to offer 2 college credits to students attending a Business Week program thanks to a partnership with Edmonds Community College. Credits should be transferable to most other schools. Please see the separate information sheet 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. You 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

We require that every student complete the Health and Medical Release form and the student Code of Conduct. Most students have already completed the forms and sent them in. **If you have not mailed yours, please sign and mail or fax them ASAP. Students will not be allowed to participate in the program or stay on campus without these forms.**

CAMPUS TOURS ON SUNDAY

Tours of the Western Washington University Campus will be offered on Sunday at 10:30 a.m. and 11:30 a.m. for parents and students who are interested. Tours will leave from the Business Week registration area.

SUNDAY CHECK-IN PROCEDURES

Registration for Business Week and your dorm room assignment is from 10:00 a.m. to 12:00 p.m. on Sunday, June 19th. Check in at Mathes Hall. Signs will be posted along the streets. At registration you will be assigned to a company and receive your official Business Week t-shirt and student manual. At this time you will also be assigned a room in the residence hall. Students arriving with friends may room together, but must check-in at the same time. **Please allow at least 15 minutes for registration** – you do not need to arrive early. If you arrive before 10:00 a.m., take a look around the campus and city. Parents and friends who are waiting for you to register may wait outside and review informational materials and your schedule. **Note:** There is a minimum \$95 fee charged for lost room keys, so keep it close!

LUNCH is available from 11:30 a.m. to 12:45 p.m. as part of the program at the Viking Union Building for those who register on time. Parents are invited to join you; their cost is approximately \$10.00 per person payable at the Viking Union. Your student registration fee covers the cost of all your meals for the week.

The program will begin promptly at 1:00 PM. Parents and friends may attend the Opening General Assembly. It is extremely important that you **be there on time.**

LATE ARRIVAL

If for any reason you cannot arrive on time, please call and let us know.

WBW Cell Phone on site starting June 17th (253) 302-9268

WBW Office line in Federal Way - (253) 815-6900

TRANSPORTATION - Bus & Train

Shuttle service will be provided by the university to and from the bus/train depot or airport. Please email Ariel.Cleasby-Heaven@wwu.edu **at least one week in advance** of your arrival in Bellingham (by June 12th) to have someone meet you. When emailing, please leave your name, phone number, and the date, time and location for pick up (bus/train depot or airport).

Shuttles will also be available on Saturday morning, June 25th to take you back to the bus/train depot or airport. Please look for sign-up sheets at the residence hall desks and sign up **by Friday at noon** to ensure your ride.

DRIVING DIRECTIONS:

I-5 heading North (from the south), take exit 253 (Lakeway Dr.) toward Lakeway Drive. Turn right at King Street. Take the 1st right onto Lakeway Drive. Lakeway Drive turns slightly right and becomes E Holly Street. Turn left at N Garden Street. Western will be 6 blocks up on your left. Follow the directional signs. Park in lot 4R (signs and staff will assist you there as necessary).

I-5 heading South (from the north), 253 (Lakeway Dr.) toward Lakeway Drive. Take the 1st right onto Lakeway Drive. Lakeway Drive turns slightly right and becomes E Holly Street. Turn left at N Garden Street. Western will be 6 blocks up on your left. Follow the directional signs. Park in lot 4R (signs and staff will assist you there as necessary).

Address for Navigation and GPS systems – 600 Block of North Garden Street, Bellingham, WA 98225

AUTOMOBILES

If students bring their cars to Business Week, they will be required to check their keys with the housing staff. The parking fee is \$32.00 for the week. Do not plan to use your car during the week. **NO EXCEPTIONS. The \$32.00 parking fee will be collected at registration by the university.**

BUSINESS WEEK OFFICE ON CAMPUS

During your week at Business Week, messages may be left at the on campus **Washington Business Week OFFICE** at (253) 302-9268 **from June 19th until 10 a.m. on June 25th**. You can also send an e-mail to Tracey@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 Emergency/University Police at (360) 650-3555. The following Business Week staff can also be reached in an emergency by cell phone:
Dorm Director, Adam Schreiber - (253) 302-9268
Program Manager, Tracey Turcotte - (253) 302-9311.

PROGRAM DURATION & CHECK OUT

The program will conclude Saturday morning, June 25th. 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 to 11:00 p.m. on Friday, June 24th or 8:30 to 10:00 a.m. on Saturday, June 25th**. 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. WWU will run a shuttle to the bus/train depot or airport with prior arrangement.

FRIDAY NIGHT BANQUET – Dress Up Event

Parents are invited to attend your Business Week Graduation and Awards Ceremony, Friday, June 24th, at 6:45 p.m., in the Viking Union Multi-Purpose Room. Special guest seating will be provided at no cost. Students will be seated with their Business Week Company. Students will begin dinner at 6:00 pm and the Graduation Program will begin at 6:45 pm. **Due to space limitations we are unable to invite parents to the meal portion of the graduation.** Parents should enjoy a meal in one of Bellingham's fine restaurants and join us at 6:45 pm. Park in Lot 6V using the payboxes. **Parents, please complete the Ticket Order Form** for the Friday Graduation Awards Ceremony to let us know that you will attend so we can have enough seats ready. Space is limited and available on a first-come, first serve basis.

PARENTS – OVERNIGHT ACCOMODATIONS

If parents plan to stay in a Bellingham hotel on Friday, June 24th, rooms should be booked **NOW!**

HOUSING

PARTICIPANTS WILL NEED TO BRING A SLEEPING BAG AND TOWELS, ETC. AS LINENS, BLANKETS, TOWELS AND PILLOWS ARE NOT PROVIDED. You will be able to purchase a linen package for about \$25 if you forget yours. Also, bring other essentials such as the following:

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|---|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Pillow | <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Alarm Clock |
| <input type="checkbox"/> Towels | <input type="checkbox"/> Washcloth | <input type="checkbox"/> Shampoo | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Sleeping Bag | <input type="checkbox"/> Curling Iron | <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Fan |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Hair dryer | <input type="checkbox"/> Flip Flops | <input type="checkbox"/> Etc. |
| <input type="checkbox"/> Money in <u>small denominations</u> and change/coins for vending machines | <input type="checkbox"/> Swimsuit | <input type="checkbox"/> Laundry Soap | |

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 \$95 fee charged for (each) lost key, so keep them close!**

TELEPHONES and PERSONAL ELECTRONICS

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!

One more quick note, if you want to have internet access at the program, you will need to bring a computer and an Ethernet cable. Internet access in the dorm rooms is free! However, there is no wireless access in the dorms. 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.

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.**

TALENT SHOW AND DANCES

There will be a student talent show on Thursday evening and all Business Week 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.

MISCELLANEOUS

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

Daily recreation is available. The pool will be reserved for specific times. Tennis courts will be available. Bring your own racket and balls. Supervision will be provided while you are using WWU's facilities during recreation time (pool, games room, library, residence halls). You will be expected to cooperate with those we have asked to supervise.

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.

Campus: Most areas of the campus will be open for your exploration and use during your free time each afternoon. A map of the campus will be provided at registration. You are requested to respect the rights of others and the property we have for your use. On-campus retail food outlets and the campus bookstore (near the Viking Union) will be open during the day. 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 WWU 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

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
c/o Business Week 2011
Guest Housing Office
516 High Street, WWU-MS 9195
Bellingham, WA 98225

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

We encourage you **NOT TO BRING VALUABLE ITEMS** to campus! **WASHINGTON BUSINESS WEEK IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES. I-Pods are easily stolen so we suggest leaving them home;** besides, without your ears covered it is easier for your new Business Week friends to communicate.

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!