



DATE: July 11, 2011

TO: Alaska Business Week Participants
University of Alaska Fairbanks, July 31 – August 6, 2011

SUBJECT: INFORMATION ABOUT YOUR WEEK AT ALASKA BUSINESS WEEK

Thank you for registering for the Alaska 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 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.**

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 still have yours sitting around, please sign and email, mail or fax them to (253) 815-6985 ASAP. Students will not be allowed to participate in the program or stay on campus without these forms.**

COLLEGE CREDIT OFFERED

As part of the Alaska Business Week program, we are able to offer 2 elective college credits to students successfully completing the Alaska Business Week program thanks to a partnership with University of Alaska – Fairbanks. Elective credits should be transferable to most other schools. You must **bring the completed and signed College Credit Application with you to registration. Note this form requires a parent or guardian signature.** Please **do not mail it to us** in advance.

CAMPUS TOURS ON SUNDAY

Tours of the University of Alaska Fairbanks campus will be offered on Sunday, July 31 at 10:30 a.m. and 11:15 a.m. for parents and students who are interested. Tours will leave from the Business Week registration area in Lathrop Hall dormitories.

****SUNDAY CHECK-IN PROCEDURES**

Registration for Business Week is from 10:30 a.m. to 12:00 p.m. on Sunday, July 31. Check in at Lathrop Hall. Signs will be posted on campus. 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 dorm 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 10:30 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 \$75 fee charged for lost room keys, so keep it close!**

****Note: Special arrangements are being made to pick up and transport out-of-town students to campus on July 30. Check-in for those students arriving on campus the evening of Saturday, July 30 begins at 7:00 p.m. at Lathrop Hall. Registration for the program will commence on Sunday, July 31 at 10:30 a.m. in Lathrop Hall.**

LUNCH is available on Sunday, July 31 from 11:30 a.m. to 12:45 p.m. as part of the program at the Lola Tilly Center for those who register on time. Your student registration fee covers the cost of all your meals. Parents are invited to join you; their cost is approximately \$10.00 per person payable at the Lola Tilly Center.

The program will begin promptly at 1:00 PM in Schaible Auditorium, Bunnell Building on Sunday, July 31. Parents and friends may attend. 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.

Messages – (907) 474-5922 or ann@alaska.edu

Ann Ringstad, ABW Program director – (907) 978-3322

WBW Office line in Federal Way - (253) 815-6900 or email registrar@wbw.org

TRANSPORTATION – Train and Planes

Shuttle service will be provided by Alaska Business Week staff to and from the Fairbanks Railroad Depot and Fairbanks International Airport. You should have indicated your travel itinerary on your application forms. If you have any changes to your itinerary, please notify the program director **at least one week in advance** of your arrival in Fairbanks. Contact Ann at: ann@alaska.edu or (907) 474-5922 (office) or (907) 978-3322 (cell). Please leave your name, phone number, and the date, time and location for pick up (train depot or airport).

Shuttles will also be available on Saturday morning, August 6th to take you back to the train depot or airport.

DRIVING DIRECTIONS:

From the Airport: Head east on Airport Way. Take a left turn on University Avenue. Turn left onto Alumni Drive and head up the hill. At the intersection continue heading west and park in the Taku Parking Lot directly across from the Patty Center. Lathrop Hall is located on the east side of the Patty Center.

From the Parks Highway: As you approach Fairbanks, take the first exit off the highway and turn left onto Geist Road. Head east until you reach Thompson Drive. Take a left turn on Thompson Drive and head up the hill (you will see the UA Museum at the top of the hill). At the roundabout, take the first right heading east onto Tanana Loop Drive. The Taku parking lot will be on your right, and the Patty Center is on your left. Lathrop Hall is east of the Patty Center.

(Free parking on Saturday and Sunday, and after 5:00 pm) Parking is \$3.00/day or \$15.00 per week. Weekly parking passes are available at the registration desk for Alaska Business Week.

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 \$15.00 for the week. Do not plan to use your car during the week. **NO EXCEPTIONS. The \$15.00 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 (907) 474-5922. You can also send an e-mail to ann@alaska.edu. 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 a.m. to 10:00 p.m.
- You may leave a message at: (907) 474-5922.
- In case of an emergency after hours, please contact Campus Emergency/University Police at (907) 474-7721.
- You may also contact Ann Ringstad, the Program Director, at: (907) 978-3322.

PROGRAM DURATION

The program commences at 1:00 pm on Sunday, July 31 and will conclude Saturday morning, August 6th. There is no programming on Saturday. Breakfast will be served and you should be checked out of the dorm by 10:00 a.m. **NOTE: If you do not return your key, you will be charged an additional \$75 as the university will need to rekey the room for security purposes.** Most students will be leaving the campus between 6 am and 8 am on August 6. Alaska Business Week will run a shuttle to the Fairbanks Railroad Depot and Fairbanks International Airport. With parental permission, students are able to leave Friday evening after the closing ceremonies. Without prior parental permission, students will not be able to leave until Saturday morning.

PARENTS – OVERNIGHT ACCOMODATIONS

Many hotels in the Fairbanks area have rooms available. Please contact the Fairbanks Convention and Visitors Bureau or look on-line for best rates.

HOUSING

All linens, pillows and towels will be provided in the dormitory. Please consider bringing other essentials such as the following:

- Pillow
- Gym shoes
- Toothpaste and toothbrush
- Shampoo
- Medications
- Personal toiletries
- Hair dryer
- Camera
- Bug spray
- Dress clothes
- Alarm Clock
- Rain jacket
- Calculator
- Sunglasses
- Flip Flops
- Sweater/sweatshirt
- Money in **small denominations** and change/coins for vending machines
- 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 \$75 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 an Ethernet cable. There is some wireless in the dorms. Internet access in the dorm rooms is free! Please be aware that Alaska Business Week and the University of Alaska Fairbanks are not 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.

CLOTHING AND THE WEATHER

Business Week classes are informal. Most likely the days will be warm and the evenings cooler. Shorts, T-shirts, jeans 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 ceremony 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. Please think about your special talents and come prepared to share. You might consider participating in a team effort in lieu of performing solo. This is guaranteed to be a special evening.

One dance event is planned on Wednesday evening. 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 participants only!** Dress for the dances is casual.

MISCELLANEOUS

Special Assistance: Individuals needing special assistance should contact the Washington Business Week office for further information and assistance, or call the Alaska Business Week program director directly at: (907) 474-5922.

Daily recreation is available. Supervision will be provided while you are using UAF facilities during recreation time (games room, 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.**

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 (Wood Center) and the campus bookstore (Constitution Hall) 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 **Alaska 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.

Proper hydration is very important. Bottled water will be for sale at the Business Week office for \$0.50 and in the vending machines 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 ABW 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.

CODE OF CONDUCT

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 IMMEDIATELY at their own expense.

MAIL

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

Student's Name
Alaska Business Week
C/O Ann Ringstad
Office of Community Advocacy
UAF
PO Box 757510
Fairbanks, AK 99775

WHILE ON CAMPUS AND THROUGH CHECK OUT

We encourage you **NOT TO BRING VALUABLE ITEMS** to campus! **ALASKA BUSINESS WEEK and the University of Alaska Fairbanks ARE NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES. I-Pods and computers 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!