

Participant Logistics Information

Week 4, Session VII

March 11-16, 2012

Courtyard Marriott Jacksonville Beach

1617 1st Street North

Jacksonville Beach, FL

DATES and TIMES:

The schedule for Week 4 will follow the same format as previous course weeks, beginning with a dinner reception at 5:30pm Sunday, March 11 and concluding by 11:30am Friday, March 16. Please make sure you arrive in Jacksonville in time to check into the Jacksonville Beach Courtyard Marriott by 4:00pm on Sunday. Continental Breakfast will be available at 7:00; course delivery will begin at 7:50am and conclude around 5:00pm. Lunches will be provided Monday through Thursday.

SUNDAY EVENING DINNER RECEPTION:

Sunday evening's reception for Week 4 will begin at 5:30pm in the Sea Oats Room at the Marriott, followed by dinner at about 6:15pm. The guest speaker will be Ron Batory, President of Conrail Shared Assets. Dress will be business professional. If you have any special dietary needs, please notify Cheryl Slamka at slamka@msu.edu or 517-353-0860 so we can ensure that our menus are compliant.

LODGING and MEETING FACILITY INFORMATION:

The certificate course will be held at the Courtyard Marriott Jacksonville Beach Oceanfront, located at 1617 1st Street North in Jacksonville Beach. A guest room has been reserved for you there for the nights of Sunday, March 11th through Thursday, March 15th (checking out Friday, March 16th). The course delivery will meet in the Atlantic Room B at the Marriott. Should you need to contact the Marriott, the telephone number is 904/249.9071.

TRAVEL PLANS:

The Jacksonville airport is located about 25 miles from the Jacksonville Beach Marriott. You should plan to arrive in Jacksonville no later than 3:00pm Sunday, March 11th in order to arrive in time for the dinner reception. We will conclude by 11:30am on Friday, so flights leaving at 3:00 or later can be made. Please call Dennis at 517-353-4452 if you will be arriving later than expected due to late flights and/or connections.

CLASS READINGS :

The readings for Week 4 will be posted soon to raileducation.com. The Week 4 readings need to be downloaded and reviewed/skimmed prior to coming to Jacksonville. Refer to the section in Week 1's Information Sheet regarding the readings to see how we suggest you treat the Week 4 assigned readings.

DRESS CODE:

The dress code for the majority of the week will be business casual. Coats and ties are encouraged for the Sunday evening dinner and are especially encouraged for the graduation photo on Friday. We will be visiting the Port of Jacksonville facilities. Safety shoes are not necessary, but please refrain from wearing open toe shoes to that site visit. If required, safety equipment will be furnished for you.

As always, please feel free to contact any of us if you need help or more information.

Dennis Neilson

517-353-4452