

Logistics

RangeView Agency Personnel Workshop
 1:00 – 5:00 pm October 3 & 8:00 am - 3:30pm October 4, 2003
 University of Arizona, Tucson

Logistics Contact:

Chiyo Yamashita-Gill
 1955 E. Sixth St. #205 Phone: (520) 621-8567
 Tucson, Arizona Fax: (520) 621-8586
 85719 chiyo@ag.arizona.edu

Workshop Registration Procedure:

- All participants must register by September 5, 2003.
- Contact Chiyo by email or phone with the following information (for reimbursement):
 1. your complete name for IRS purposes
 2. your social security number
 3. your home address
 4. confirm hotel room for October 3rd
 5. mode of transportation
 6. if you need a parking voucher
 7. whether you will attend dinner on October 3rd

Hotel:

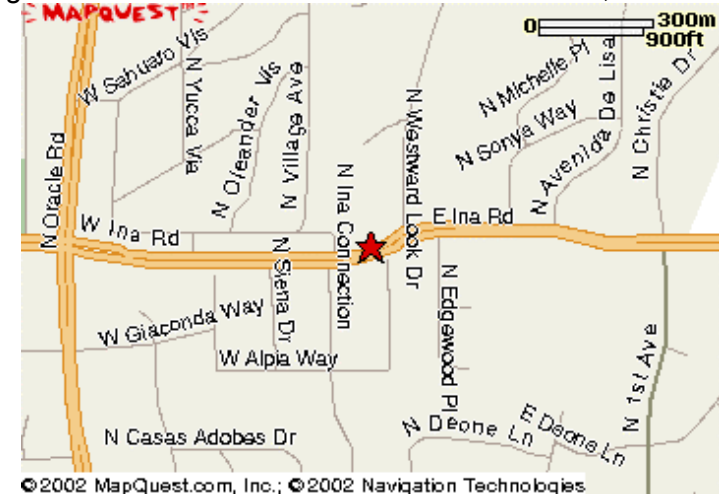
Westward Look Resort
 245 East Ina Road Phone: (520) 297-1151
 Tucson, Arizona Fax: (520) 742-1573
 85704-6296 <http://www.westwardlook.com/>

- The Westward Look Resort is located in the foothills of the Santa Catalina Mountains, overlooking the city of Tucson.
- Lodging is covered for the evening of October 3rd only.
- Please reserve your room with Chiyo at (520) 621-8567 or by email at chiyo@ag.arizona.edu.

Figure 1. Location of the Westward Look Resort, City View



Figure 2. Location of the Westward Look Resort, Local View



Meals:

- We will host dinner the night of October 3rd at the Westward Look Resort. Please RSVP with Chiyo.
- Lunch will be catered on the afternoon of October 4th.

Travel:

- Mileage will be reimbursed. Please record your odometer readings to document your mileage.
- Contact Chiyo if other travel arrangements are necessary.

Training Location:

*Electronic Library Education Center (ELEC) Room 112A
Integrate Learning Center (ILC)*

- Note the arrow on the ILC steps in Fig. 3. Follow steps down.
- ELEC 112A is the first room on your left.

Parking:

- We will provide free parking on campus on October 3rd, 11:30 am - 5:30 pm and on October 4th, 8:00 am - 4:00 pm.
- The parking garage is located on Mountain Ave. and Second Street, northwest of the ILC building (see Figure 4).
- Please reserve a parking space with Chiyo by August 31, 2003.
- On October 3rd, upon arrival at the garage, take a ticket from the machine. At the workshop, we will exchange the ticket for a value pass, which will allow you to exit the garage without having your parking ticket validated. Swipe the pass in front of the parking machines at the exit.
- On October 4th, you need only inform the parking monitor that you are a participant in the RangeView Workshop. You will not need a pass to leave the parking garage on that date, as the gates will be open at the end of the day.

Registration:

- Registration begins at 12:30 p.m. on October 3rd at ILC.
- We will have coffee and a light snack.

Figure 4. Aerial Photograph of University of Arizona



Figure 3. Parking Garage Map

