



RICE

CENTER *for*  
COLLEGE READINESS  
CREATING OPPORTUNITIES. RAISING EXPECTATIONS.

## Rice University Spring IB Workshops Thursday, March 14 – Saturday, March 16, 2019

Thank you for choosing to be a part of the Rice University IB Workshops. The Center for College Readiness is excited to have you join us for an informative and valuable training. In order to make the workshop as enjoyable as possible, please carefully review the following information:

**Check-in/orientation:** Check-in will take place in the **Anderson-Clarke Center commons** from 7:45a.m. – 9:00 a.m. on Thursday, March 14, 2019. Please see the attached campus map with check-in location and parking information. A continental breakfast will be served. Orientation will begin promptly at 9:00 a.m. Following orientation, you will be dismissed to your classroom.

**Class Schedule:** Classes begin promptly at 9:00 a.m. and end at 4:30 p.m. on Thursday and Friday. On Saturday, classes will run from 9:00 a.m. to 12:00 p.m. Attendees are responsible for signing the classroom roster every morning and afternoon.

**Shuttle Service:** We have contracted a shuttle to provide round-trip transportation service from the Houston Marriott Medical Center and Hilton Plaza Medical Center hotels to the Rice campus each morning and afternoon of the conference. Please review the attached agenda for the shuttle schedule. If you are registered at other hotels, please check with their concierge to arrange your own transportation to Rice.

**Driving to Campus:** Participants checking in at **ACC** are **ONLY** authorized to park in West Lot 4 on the Rice campus. A parking permit is attached to this email. Please print out the attached parking permit and **bring it with you**. This permit is to be placed on your dashboard for access to West Lot 4. Please enter the campus at **Entrance 8 off of University Blvd. and Stockton and enter West Lot 4** through the gate nearest the Anderson-Clarke Center. There will be an attendant at the gate to wave those through with the parking permit. Those with no permit will be asked to park in the 15 minute spaces behind the Anderson-Clarke Center and come in to pick up a permit. This is the **ONLY** entrance to West Lot 4 for those with parking permits to gain access. Campus entrances and West Lot 4 are circled on the attached campus map. You will need to request a parking card at check-in for access to **West Lot 4** on Friday and Saturday.

**Meals:** Breakfast will be provided daily and lunch will be provided on the first and second days of the workshop. Meals will be served in the South Servery, with the exception of the continental breakfast at check-in on Thursday morning.

**Late Arrivals or Emergencies:** Rice staff will be available at the front reception desk of the Anderson-Clarke Center. Please dial 713-348-4803 to assist you in the event you are delayed.

**Campus Map:** A campus map has been attached to this email. The physical address for Rice University is 6100 Main St., Houston, TX 77005. Click [here](#) for directions to campus using Google maps. Follow the signs for **West Lot 4 parking**.

**Special Needs:** If you have any special needs, please contact [collegeready@rice.edu](mailto:collegeready@rice.edu) as soon as possible so we may work to accommodate your needs before the start of the workshop.

**Certificate of Completion:** Please note that you will **not** receive your certificate on the last day of the workshop. Within two business days of the end of the program, you will receive an email instructing you to complete an online evaluation. After completing the evaluation, you will be able to access your certificate under the Account Information- Registration History/Certificates section of your account through our online registration system.

**What to Bring:** Please refer to the course description for specific items if requested by your instructor on our website [here](#).

- A subject guide will be provided for participants in Category 1 and combined Category 1 & 2 workshops.
- Category 2 participants are required to bring their own subject guide to the workshops.
- If you bring a laptop computer, please be aware that Rice will not lock classrooms during lunches or breaks and you are responsible for supervising your personal belongings at all times. In addition, rooms may not be equipped with sufficient electrical outlets for all participants.

Dress for class sessions is casual and comfortable. As this is a college campus, plan to wear comfortable shoes for walking to your classroom and lunch each day. Weather in March is moderate. Buildings can be quite cold and you may wish to bring a light jacket, as well as an umbrella in case of rain.

**Rice University Police Department:** The RUPD is located just inside Entrance #8 off University Boulevard. You can reach them by phone at 713-348-6000 or x6000 from a campus phone.

**Rice General Services:** ATM machines are located in Fondren Library and in the Rice Memorial Center. Fondren Library does not provide public computers for visitors. To access the campus wireless network, use the Rice Visitor connection by opening your web browser and accepting the certificate. No password is needed.

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# PARKING PERMIT

Event: CCR- IB Workshops

Date: March 14-16, 2019

Time: 7 a.m. - 5 p.m.

Last Name \_\_\_\_\_

Course \_\_\_\_\_

# West Lot 4