

POLICIES and PROCEDURES

- All attendees must sign in at the receptionist desk
You must provide an attendee *Sign-in sheet* and also a designated person to direct and check in your attendees in the lobby at the entrance of the DNR building. A small table is provided in the lobby for this purpose.
- All attendees must have name badge on their person at all times within the DNR building
- Smoking / Vaping
The IDNR Building is a **smoke-free facility**. Smoking/Vaping is permitted in the designated smoking shelters on the north and south sides of the building only. Smoking/vaping is not permitted near building entrances, or on benches, picnic tables, the loading dock areas or other locations near the building, other than the designated smoking shelters.
- Refreshments
 - There is a cafeteria located on the same floor as the meeting room with seating
 - Vending machines and ATM in the cafeteria
 - Coffee and cold drinks are available at SPARC's Success Café.
- Catering
SPARC's Success Café can provide catering for meetings in this building. The direct line for the Café in the building is (217) 558-2033.
https://dph.partner.illinois.gov/communities/specializeservices/Pages/1NRW_Cafe.aspx
- Clean Up
You are responsible for cleaning and picking up after your group when you are finished using the room before you leave! This means *picking up trash* throughout the room and *putting all chairs and tables back* the way they were before you used them. The IT employees that maintain this room are not required to maintain it, they volunteer outside their job descriptions for your benefit.

Please recycle when you can!

DRIVING DIRECTIONS AND PARKING

Enter into the Illinois State Fairgrounds
Taintor Road use gate 7
Sangamon Avenue use gate 1
Free parking in lot 21 **MUST USE** this lot.

FROM INTERSTATE 55

1. From Interstate 55 South take the Sherman Exit
2. Turn left on 8th Street Exit
3. Cross Taintor Road into gate 7
4. Parking lot 21 is on left.

FROM INTERSTATE 72/36

1. From Interstate 72/36 take Veterans Parkway Exit
2. Turn right on 8th Street Exit
3. Cross Taintor Road into gate 7
4. Parking lot 21 is on left

From: Huddleston, Elaine

Sent: Wednesday, April 06, 2016 10:42 AM

To: Meyers, Dacia

Subject: FW: Status of Publications review form for OASIS Training Announcement on the IDPH Dashboard

I have followed up with Siji, and she is requesting to reserve the meeting room for the 26th and 27th of July. See the information that you are requesting about the meeting:

We need some information about the meeting...

Contact person and phone number: Carol Phillips at 317/793-7297

Subject for meeting: OASIS Basics & Updates Training

Start and End Time: 8-5

Estimated number of attendees in the room: 35-40

Audio visual needs: Laptop capability for power point slide presentation

Catered or lunch on your own: Lunch on their own time

Meeting Coordinator will need to have someone in the lobby to sign people in. A table has been provided in the lobby for this purpose.

As a reminder, the use of the DPH -EOC Room is subject to reassignment at the discretion of the Director's Office, in the case of a Public Health Emergency or Disaster.

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