

Hello!

Everything is on target for the Ocean Literacy Summit Thursday, Friday and Saturday, November 11th, 12th and 13th. This email is to make sure you have everything you need for your exhibit table!

Here are a few details:

1. I have attached the final agenda and a floor plan for the meeting area. We are on the 3rd Floor of the Memorial Union Building at the University of New Hampshire, Durham. You can generate driving directions to the meeting location from your site using this link to our [Google map](#). The majority of the Summit activities will be taking place in the Memorial Union Building (MUB) at 83 Main Street, Durham, New Hampshire 03824. All exhibit tables will be in the Granite State Room where all plenary sessions and lunch will take place. A half table spot will be four feet long and a full table spot will be 8 feet.
2. Nearly 100 people have registered and we anticipate approximately 150 final participants. Here's a partial breakdown of the audience:

K-12 Educator	18
Educator at an Informal Science Education Institution	16
Science Writer	3
Scientist/Researcher	10
Education & Outreach Facilitator	4
<u>Other :</u>	7
<i>Scientific Manager</i>	
<i>Science teacher/Coordinator of Volunteers</i>	
<i>Retired K-12 Educator/Active Volunteer</i>	

3. Some attendees will begin arriving at Thursday evening at 7pm for the film screening. Exhibitors may set up Thursday between 5:00 and 6:30pm or Friday, Summit day between 7:00 and 8:30am. Attendees will be arriving at 8am to sign in/register, have breakfast, and view the exhibits – it may be best if you are set up by then!
4. We do not expect you to staff your table at all times; please feel free to join us for any of the sessions.
5. We will not have access to the site until November 11th at 5pm. There is room to pull up in front of the [MUB](#) to unload supplies, but parking is further away. We will have volunteers at the unloading site (indicated on the Google map) to help you; Call Molly at 267-259-9197 if you don't see anyone at the ready.

There are three options for parking nearby: C Lot, across the street from the MUB; The West Edge lot, with shuttle service to the MUB; and metered street parking along Main Street Durham(2hr limit). Exact locations for both lots can also be found on our [Google map](#). Handicapped parking is available in both C and West Edge lots, as well as in front of the main entrance to the MUB.

6. We are not allowed to attach anything to the walls.

7. Most tables do not have a direct electrical hookup, but we will have some extension cords. If you need electricity please let me know.
8. We will provide an electronic list of exhibitors, and organization descriptions to all Summit attendees.
9. If you are interested in staying overnight in Durham there are rooms available at a discounted rate at the [Durham Holiday Inn Express](#) until October 30th. When making your reservation be sure to tell the reservation agent that you are part of the NEOSEC Summit group. Call reservations at 1-603-868-1234. If you are looking for a roommate to help reduce the cost of staying overnight there is a blog post here to comment on and connect Summit attendees.

Please do not hesitate to contact me if you have any questions or need more information.

We're all looking forward to seeing you. Thanks for joining us!

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