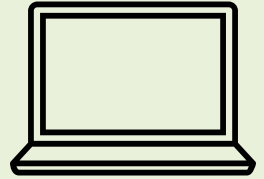


# IN PERSON CHECKLIST

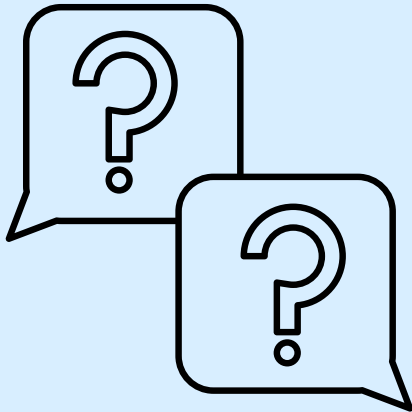
## DAYS BEFORE YOUR COURSE

### Download your course materials

- In an email from CALBO (via: [info@calbo.org](mailto:info@calbo.org)), find the link to download your materials.
- Each student will receive one email per course with a material link 72 business hours before each course.
- Please save materials to your files. Course material links de-activate and materials are not available after each course ends.
- If you did not receive such email(s), please email [info@calbo.org](mailto:info@calbo.org).



## PLAN YOUR TRAINING DAY



### Can I bring an electronic device?

Yes – this is a paperless event! Each classroom has Wi-Fi, but there are limited charging stations in each of the room. Charging stations are first-come, first-served.

### Where's the hotel, and where do I park?

Review the parking and hotel information on the CALBO Education Week webpage - [www.calbo.org/calbo-education-weeks-registration](http://www.calbo.org/calbo-education-weeks-registration).

IMPORTANT: Discounted self-day parking is available with a validation at the CALBO Help Desk.

### Is breakfast and/or lunch served?

Light morning and afternoon refreshments along with lunch are provided.

### When do classrooms open?

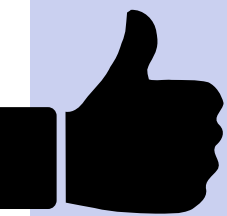
In person classrooms open each day at 7:00am. All courses run from 8:00am – 3:30pm.

### When are the breaks?

Ten-minute breaks take place in the morning at 9:00am and 10:15am and afternoon at 1:15pm and 2:30pm.

Lunch takes place from 11:15am – 12:15pm. Times are strictly followed.

## AFTER YOUR COURSE CONCLUDES



### Check your email for attendance certificate

- An attendance certificate is emailed to students within 72 business hours of the course. Please save your certificate to your desktop or print for your files.

### Check your email for an online course evaluation link

- Complete an online course evaluation that is emailed following each course to provide feedback about your online learning experience.

CALBO Help Desk is available during the Education Week course days from 7:15am-3:00pm at 916-457-1103 or [info@calbo.org](mailto:info@calbo.org).

