

## GENERAL WORKSHOP INFORMATION

### Travel

Discounts are available to delegates of EEI member companies, international affiliates and associates, as well as to spouses and guests, traveling to EEI-sponsored meetings and conferences: United offers a 5% discount off any published fare or 10% off regular coach fare. Similar discounts are available from Avis. To receive the lowest possible fares, please call the following toll-free numbers:

- United Airlines, 800-521-4041 [Refer to File: 556AF]
- Avis Rent-A-Car, 800-331-1600 [Refer to A775499]

### Area Airports

#### **Palm Springs – PSP (760- 318- 3800)**

- *Estimated taxi fare: \$45.00 USD (one way)*
- **Directions to JW Marriott** - 11 miles W: *Driving Directions: Turn left on to El Cielo, left at Ramon Rd, right at Bob Hope Drive, left onto Country Club Drive. Resort is approx. 3 miles on the right.*

#### **LA/Ontario International Airport - ONT (909- 937- 2700)**

- *Estimated taxi fare: \$250.00 USD (one way)*
- **Directions to JW Marriott** - 78 miles W: *Take the I-10 east, exit Cook Street and go right. Take a right onto Country club and a left into the resort.*

#### **Los Angeles - LAX (310- 646- 5252)**

- *Estimated taxi fare: \$350.00 USD (one way)*
- **Directions to JW Marriott** - 130 miles W: *Take a left onto Century Blvd, take the 405 north, take the 10 east, exit Cook Street and go right. Make a right onto Country club and a left into the resort.*

### Airport Shuttle

- *At Your Service - 760.343.0666 or 888.700.7888*
- *Desert Valley Shuttle - 760.251.4020 or 800.413.3999 or [www.palmspringsshuttle.com](http://www.palmspringsshuttle.com)*
- *Skycapp Shuttle - 760.272.5988*

### Parking @ JW Marriott

*On-site parking, fee: \$12 USD daily*

*Valet parking, fee: \$25 USD daily*

## **CODE OF CONDUCT**

All attendees are expected to honor the workshop Code of Conduct Guidelines. Hospitality/social functions [on and off site] are strictly prohibited from conflicting with the timing of official workshop activities. Aggressive sales techniques are to be avoided while attending the workshop. Signage and flyers may NOT be displayed or distributed in the meeting or guest room areas of the JW Marriott Resort & Spa Hotel without expressed written permission of EEI. Each individual must register for the workshop - - badge sharing is **NOT** allowed. Please "silence" all communications devices during workshop sessions.

## **IDENTIFICATION**

Registered attendees, exhibitors, spouses and guests are required to wear their name badges for admission to ALL sessions, including the Monday night networking/social activity. Identification and company business cards are required for all on site registrants.

## **ATTIRE**

Business casual dress is recommended for the workshop sessions and receptions, suits and ties are not required. Casual dress is recommended for the Sunday networking tour.

## **TRANSPORTATION**

All event buses will depart and return to the JW Marriott at the front entrance of the Hotel. We ask all attendees to please be prompt!

## **Registration Hours**

<i>Saturday, October 31</i>	<i>1:00 pm - 5:30 pm</i>
<i>Sunday, November 1</i>	<i>1:00 pm - 7:30 pm</i>
<i>Monday, November 2</i>	<i>7:00 am - 2:00 pm</i>
<i>Tuesday, November 3</i>	<i>8:00 am - 1:00 pm</i>

## **Exhibit Hours**

<i>Sunday, November 1</i>	<i>5:00 pm - 7:30 pm</i>
<i>Monday, November 2</i>	<i>7:30 am – 8:30 am</i> <i>12:30 pm - 2:30 pm</i>
<i>Tuesday, November 3</i>	<i>7:30 am - 8:30 am</i> <i>12:00 - 2:00 pm</i> <i>5:30 pm - 6:30 pm</i>