

## 2018 Summer Training Institute Schedule\*

**July 9-20, 2018**

\*May be subject to change

**Note: Lunch is included for all days class is in session. Breakfast is included with your room if you are staying at the Marriott hotel, but is otherwise not included.**

**Dinners are all on your own.**

Location	Time	Action	Notes
<b>Day 1</b>			
Lobby, Bldg. 11, 4 <sup>th</sup> floor Sinclair	7:30- 8:00AM	<b>Check-in and software review</b> begins. Receive lunch tickets. Lunch provided on all days class is in session.	<b>Arrive prepared! Know your laptop's administrator logon and password!!</b>
Tartan Dining Rm A, B, C Bldg 7	8:00AM- 11:30AM	<b>Classes Begin</b>	
	11:30AM- 12:30PM	<b>Orientation and Lunch-</b> All participants must attend. <span style="color: red;">TODAY ONLY- lunch in private dining room!</span>	Instructor will lock classroom during lunch.
	1-5:00PM	Instruction Time	
<b>Tuesday through Friday, Week 1</b>			
Classrooms	8:00-noon	Instruction time	
Tartan Marketplace Bldg. 7	Noon-1:00	Eat lunch.	Instructor will lock classroom unless someone is staying behind.
Classrooms	1:00-5:00	Instruction time	
Restaurants	5:30-7:00 pm	Dinner (on your own) – the hotel will provide transportation within a 5 mile radius	See restaurant list <a href="http://www.pltwhio.org">www.pltwhio.org</a>
Classrooms	7:00 – 9:00 pm	Extra lab time	Classrooms will remain open as long as your instructor doesn't lock them up or otherwise notify you that they are closed.
FRIDAY	5PM	GTT-DM certificates awarded	
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Monday—Thursday , Week 2			
Lobby, bldg. 11, 4 <sup>th</sup> floor	7:30AM	GTT-AR report to room 11-423 for Registration.	
Classrooms	8-Noon	Instruction time	
	Noon-1 pm	Lunch	
Classrooms	1-5:00 pm	Instruction time	
Restaurants	5:30-7 pm	Dinner (on your own)	See map and restaurant list
Classrooms	7-9 pm	Extra lab time	Classrooms will remain open as long as your instructor doesn't lock them up or otherwise notify you that they are closed.
Marriott Hotel- ballroom A, B, C, D	5:30-7pm <b>WED</b>	<b>GRADUATION-MANDATORY</b> Graduation ceremony, class pictures, reception.  Food and soft drinks. Alcoholic beverages may be purchased in  the bar area and brought to the event.	
Friday, Week 2			
Classrooms	8:00-11:30am	Instruction time—complete the online evaluations of instruction and the hard copy of the facilities evaluation – Class pictures and certificates handed out	Final wrap-up. Break down and pack up equipment. <ul style="list-style-type: none"> <li>• Inventory supplies &amp; equipment</li> <li>• Make notes and list for next year's supplies and needs</li> <li>• Restore classroom/lab to original condition, including getting ALL TEXTBOOKS removed.</li> </ul>