

2018 Summer Training Institute Schedule*

July 23-Aug 3, 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
Day 1			
Lobby, Bldg. 11, 4 th floor Sinclair	7:30- 8:00AM	Check-in and software review begins. Receive lunch tickets. Lunch provided on all days class is in session.	Arrive prepared! Adhere to the instructions given in the participant packet*and know your laptop's administrator logon and password!!
Tartan Marketplace, Bldg 7	8:00AM- 11:30AM	Classes Begin	
Private Dining Rms A, B, C	11:30AM- 12:30PM	Orientation and Lunch-salad buffet All participants must attend. TODAY ONLY- lunch in private dining room!	Instructor will lock classroom during lunch.
	1PM- 5:30PM	Instruction Time	
Tuesday through Friday, Week 1			
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	1:00-5:30	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 www.pltwohio.org
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	

Monday—Thursday , Week 2			
Classrooms	8-Noon	Instruction time	
	Noon-1 pm	Lunch	
Classrooms	1-5:30 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.
GRADUATION- Dayton Marriott,	5:30-7PM- TUES JULY 31	MANDATORY! All trainees must attend	Pizza, salad, dessert and soft drinks provided. You may stop in the hotel bar and get drinks if you wish.
Friday, Week 2			
Classrooms	8:00 -11:30 am	Instruction time—complete the online evaluations of instruction and the hard copy of the facilities evaluation – REQUIRED.	Final wrap-up. Break down and pack up equipment. <ul style="list-style-type: none"> • Inventory supplies & equipment • Make notes and list for next year's supplies and needs • Restore classroom/lab to original condition, including getting ALL TEXTBOOKS removed.