

## Attendee Guide

We are looking forward to seeing you at our User Group Conference in October! This guide should answer most of your questions to make your trip to Minneapolis easy and stress-free. Please keep in mind that Minneapolis is in the central time zone. We will have a detailed agenda for each attendee at registration.

## Getting to the Conference

This year's event is being hosted at the Hilton Embassy Suites Minneapolis Airport which is 5 minutes away from the airport. The hotel offers complimentary transportation to and from the airport from 4am-11pm daily. The shuttle leaves the hotel on the hour and half hour. When you arrive at the airport, follow the signs for the hotel shuttle area and call (952) 854-1000.

UBER is also available at the airport. When requesting a ride make sure you confirm the correct Embassy Suites hotel. The address is: 7901 34<sup>th</sup> Avenue South, Bloomington, MN 55425. **Please note:** If you are driving, the parking fee is \$5 per day. Hotel check-in is at 4pm and check-out is at 11am.

## Registration

You can pick up your welcome bag and name badge in our boardroom which will be in Conference Room 913 on the 9<sup>th</sup> floor. The registration will be open on Tuesday evening from 4-7pm and Wednesday morning 7am-8:30am. Dress code is business casual for all events.

## Meals and Entertainment



Lunch and Dinner is included with your registration as well as all receptions and entertainment. The Embassy Suites offers a complimentary breakfast to all hotel guests from 6:30am-9:30am. We encourage everyone to eat breakfast as we will not serve breakfast in our breakout rooms. We will have breaks with coffee and snacks during the conference.

The Embassy Suites also hosts a daily evening reception from 5:30pm-7pm. All hotel guests are welcome to enjoy these complimentary drinks and snacks.

mPower will host a Welcome Reception on Tuesday from 7pm-9pm inside Woolley's North which is on the first floor. The reception will have a pasta station, appetizers, sweets, and a hosted bar.

## Anticipated Conference Schedule

### Tuesday, October 12th

4pm-7pm Registration & Hotel Check-in  
7pm-9pm Welcome Reception in Woolley's North

### Wednesday, October 13th

7am-8:30am Registration in Room 913  
8:30am-10am Welcome Address & Company Update  
10am-12pm Training Courses  
12pm-1pm Lunch  
1pm-4:30 pm Training Courses  
5:00pm-8:00pm Reception, Dinner, Bowling & Games at GameWorks located in the Mall of America

### Thursday, October 14th

8:30am-12pm Training Courses  
12pm-1pm Lunch  
1pm-4:30pm Training Courses  
6:30pm-10pm Dinner on-site

### Friday, October 15th

8:30am-10am Training Courses  
10:00am Break to pack/bring luggage to front desk  
10:30am Farewell Address  
11:30am Lunch To-Go



Questions? Call or text  
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