

# Quick Facts

The ESOH Training Symposium is an official temporary duty assignment (TDY) that begins at 0700 Monday and concludes at 1200 Friday. Deviations due to travel schedules will not be authorized. Attendance and accountability to fulfill your TDY mission IAW DoD and Air Force Directives is strictly enforced. It is important to not confuse this event with a conference or other liberal attendance event. The Symposium Operations Center (Rm 612) will serve as your central point for all official actions, requests, and emergencies. The following information is provided to assist you in making the most of your training experience.

## On-site Symposium

Operations Center

Phone Number

Sunday @1500 through Friday Noon

**303-228-8350**

Emergencies (After Hours)

**(910) 44-Sympo**

**(910) 447-9676**

## General Student Information

- **First Time Attendee Session:** All students who have not attended this training event in the last 3 years are required to attend (mandatory) one of the two available information sessions. Sessions are Sun at 1700 and Mon at 0800 – See your Student Schedule for classroom location.
- **Course Schedule.** You received your class schedule during registration based on the course choices you made when you registered on-line.
- **Class Attendance.** Your attendance at each class is tracked and documented according to your schedule to certify course completion. You MUST COMPLETE the 26 classroom hours of training. [See *Student Fill-In Schedule* in this notebook]. Upon verification of attendance in each assigned class, official U.S. Air Force Certificates of Training will be issued. Certificates are issued only on Friday, following your last session. If your hours do not add up to 26 hours (not to include technical sessions) visit the Operations Center (Rm 612).
- **Open Session, Technical Sessions, and Wednesday Luncheon** are part of the Symposium schedule and mandatory formations. The cost of the luncheon is part of your daily *per diem* and may not be claimed as a separate expense. Wednesday lunch tickets must be purchased at Registration or by 1100, Monday, in the Operations Center. Mon/Tues lunch available in the exhibit hall (cash and carry).
- **Name Badges.** Issued at registration and are required to be worn at times while attending classes and the exhibition halls. These badges serve as admission to these areas and are mandatory for security and safety requirements. If your badge is lost or stolen, immediately notify the Operations Center or call the number above.
- **Dress Code.** Any blue shirt combination IAW AFI 36-2903 for military and appropriate business attire for civilians. Utility uniforms (ABUs/flight suits) **are NOT allowed.** This is an official Air Force training TDY. Please represent your Command and the Air Force professionally. All social activities after 1700 are business casual. If you do not have the required uniform combination, IMMEDIATELY see the Operations Center for assistance.
- **Critiques.** You must complete a critique (provided in the classroom) at the end of EACH training class. The final “overall” critique (enclosed in this notebook) is completed on **FRIDAY** and turned in to receive your certificate after your last session.
- **Early Departures - NOT AUTHORIZED.** The Symposium officially concludes Friday at 1200 hrs to accommodate Friday return travel. Requests to depart early for travel reasons will not be honored. Official changes to TDY status, medical or personal emergencies must be presented to the Operations Center for action. Official approval and release is required from the Symposium Chairman or Director for departures. The Symposium is not responsible for early check-out/no-show fees charged by hotels.
- **Text Book.** The Symposium Textbook is a bound set of course papers to reduce unnecessary material duplication. Take your book to each class as a reference guide. It contains information relating to each class. Instructors may refer to the book during classes. Additional copies may be available at the Operations Center after 1200 Wednesday. Additionally, all papers can be accessed electronically on the Symposium Web site: [www.esympo.com](http://www.esympo.com) for easy reference after the symposium.
- **Lost and Found.** Visit the Symposium Operations Center.

## Messages and Emergencies

- **Student Message Board.** Students may leave messages on the message board located outside the Info Counter (Governor’s Lobby). Check frequently for phone messages and notices from the symposium staff requiring your attention.
- **Official Student Messages.**
  - Personal Messages (non-official) must be directed to your hotel room.
  - Official messages (duty hours): **303-228-8350**  
Official messages ONLY will be posted on the Message Board.
- **Emergency Messages (after duty hours)**  
Call (910) 447-9676 (910-44-Sympo)

Every effort will be made to locate students immediately upon emergency notification. This includes medical, personal, or family emergencies.

**Medical Assistance.** For emergencies, call 911. In the hotel, dial hotel operator. In the Convention Center, find a Symposium Staff Member or Instructor. For non-emergency care, see the Operations Center for assistance, medic on-call. **IMPORTANT:** Notify the Duty Officer at 1-910-447-9676 - 24-hrs/day if UNABLE to attend class. No shows, military and civilian, are reported.

## Training Certificates and CEUs

- The Symposium offers focused training in support of ESOH management, oversight, and execution. Courses offered are carefully screened and selected by a team of professionals involved in ESOH training and program management. Upon verification of class attendance, official U.S Air Force Certificates of Training will be issued. Certificates will be issued on Friday following the closing session.
- **NOTICE: It is the responsibility of each student to sign-in (bar-code sticker) for each course and attend the entire course to receive credit.**
- Many attendees seek professional or academic credit from the courses taught at the Symposium. Students who wish to pursue Continuing Education Units (CEUs) or Continuing Professional Education (CPE) units should consult the organization for which they seek to receive academic credit for courses taken at the Symposium. The Symposium does not grant specific unit certifications, but has agreed to follow established academic standards for identifying general training credits.

## Exhibits

- More than 100 industry and government displays are in the Exhibition Hall through Tuesday. These exhibits are provided to facilitate technology, information exchanges *to improve your installation's ESOH programs.* Exhibit times are included in your class schedule and posted at the exhibition entrance.
- Exhibition cards will be provided for a door prize drawing (optional). Vendors will validate the cards to make you eligible for drawings held Tuesday at 1:00 pm in the exhibit hall. The exhibitors are not provided a list of Symposium attendees. The only way exhibitors obtain this information is through you. To facilitate an effective technology exchange, we have provided you with sufficient bar code stickers. This is a convenient way for you to provide your address to an exhibitor to receive additional information on products and services. Carry these with you to the exhibit hall.
- Exhibitors are permitted to attend courses on a space-available-basis. Class seating priority is first given to Symposium students.

## Transportation Information

- **Airport Shuttle - Return Trip.** SuperShuttle provides pick-ups at each hotel on a regular basis. It is advisable to call the number on your ticket purchased when you arrived to schedule a pick-up. If you did not purchase a round trip and need to

return to the hotel one-way, you may purchase a return trip with the van driver upon entering the van at your hotel. Most drivers accept cash and credit cards.

- **City transportation options.** Hotels are located just a few blocks from the world famous 16<sup>th</sup> Street Mall.



Hundreds of shops, restaurants, and clubs are located along this route. The FREE MallRide operates every day starting at 5:00 a.m. on weekdays, 5:30 a.m. on Saturdays and 6:30 a.m. on Sundays/holidays. Service continues throughout the day with the last complete round-trip every night at 1:33 a.m. Other discounted shuttles may be available to hotel guests upon request to the hotel operator. There are also many light rail and bus options available – check your hotel front desk or convention center info desk for details and prices.

## Miscellaneous Information

- **Mailing Services.** The Symposium provides NO shipping or mailing services. See local hotel or Denver businesses within walking distance.
- **Health Fitness.** Hotels offer state-of-the-art fitness centers. Consult hotel front desk for maps and details on running/jogging routes in the Denver area.
- **E-Mail/Internet:** Not provided by the symposium. Hotel provides free wired and wireless service in hotel rooms as well as Wi-Fi in common areas/lobbies.
- **Hotel Checkout and Baggage.** Consult your hotel for check-out time. If extended check-out is needed, please call the front desk for details. Baggage storage will NOT be available at the convention center. Hotel bellmen can assist with storing your bags until departing for the airport from your hotel.



*The ESOH Training Symposium  
is sponsored by  
Air National Guard  
Air Mobility Command  
Air Combat Command  
Air Force Space Command  
Air Force Reserve Command  
Air Force Institute of Technology  
Air Force Global Strike Command  
Air Education and Training Command  
Air Force Center for Engineering and Environment*

*Special thanks to the volunteer team members and instructors providing this world-class training opportunity...to the exhibitors for sharing their technologies...and to our Denver hosts for making this training possible for our mission and our country.*