FDA SMALL BUSINESS AND INDUSTRY ASSISTANCE

Regulatory Education for Industry (REdI) Conference

Quick Reference Guide

Fall 2015
September 29 - 30
Sheraton, Silver Spring, MD

Wireless Internet Access

Please see the signs posted in each room for information on the
best SSID and password to use in that room.

CONFERENCE REGISTRATION – 4th floor conference area opens at 7:15 a.m. for registration. Please sign in on both days, and pick up your name tag on the 1st day.

AGENDA & PRESENTATION SLIDES - Go to **SBIAevents.com** to download the **Agenda and Presentation Slides**. Printed copies of materials or thumb drives will NOT be distributed during the conference.

EVALUATIONS - There will be two types of evaluations:
1. **Session Evaluation** – At the end of each session, a link will be displayed to evaluate that session.
2. **Overall Evaluation** - At the conference conclusion, please go to **SBIAevents.com** and follow the link to the overall evaluation and certificate. We want your feedback!

CERTIFICATE OF ATTENDANCE - Go to **SBIAevents.com**. Please complete the overall evaluation, and at the end of that evaluation, your certificate of attendance will be available for you to download.

CONTINUING EDUCATION - This conference has been pre-approved by RAPS as eligible for up to 12 credits towards RAC recertification upon full completion.

PARTICIPANT LIST - Go to **SBIAevents.com**. A list of participants who chose to share their contact information will be available for download after the conference.

RECORDING OF THE SESSIONS - Go to **SBIAevents.com**. Approximately 1 week after the event, links to recordings of the sessions will be available to registered participants.

RECORDING DISCLOSURE - This event will be recorded/or photographed and made available on a public website after its conclusion. Any information shared publicly by participants during the event will become part of that recording. This includes the verbal questions and comments made on microphone by in-person participants and the text questions and comments submitted via Adobe Connect by the online participants.

PARKING - If you parked in the hotel garage, please stop at the lobby front desk during breaks to have your parking pass validated (this is necessary in order for you to receive the discounted rate of $10.00 when exiting the garage.)

AIRPORT TRANSPORTATION - Please arrange for your transportation to the airport by calling Central Shuttle at (202) 413 – 8131 at least 24 hours prior to your departure.

Networking Opportunities

lunch
11:45 – 1:00 pm

The Sheraton Lobby Lounge
Grab & go lunch boxes will be made specially by the chef for purchase on own.

happy hour on tuesday
4:30 pm – 7:00 pm

an optional, self-pay event

The Sheraton Lobby Lounge offers a comfortable atmosphere to network with peers. Happy hour specials will be available. Please come and enjoy!

The Sheraton Lobby Lounge
Food & beverages will be available for purchase on own.