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PLEASE REVIEW THIS AND MAKE NOTES OF RELEVANT INFORMATION

GETTING READY FOR THE AGRESSO CONNECTS 2010 USER CONFERENCE

What I Need To Do Before the Conference

1. Ensure your sessions are registered. This year all delegates **must attend the session they are registered for** in order to adhere to NASBA standards.
2. View your Agenda Choices and make any changes. (Instructions on how to do that below).
3. Ensure you are registered in the right session. Delegates will be checked into sessions upon arrival.
4. Ensure you are registered with the hotel. Reservations are to be made through the hotel directly. Information can be found online at:
5. If you are attending the Welcome Reception or Dinner Event, you must have indicated that in your agenda items of your registration. **Tickets will be required** and included in your registration package. Guests are required to pay a fee to cover costs.
6. Hands-on sessions during the conference were limited to 1-per delegate to accommodate everyone. Agresso Connects will be opening up that limit after registration closes on May 11th. **Be sure to watch your email on May 12th** for your chance at taking more than one hands-on session. Sessions will be first-come-first-serve once they open up on May 12th. So be sure to watch your email and act fast.
7. All conference fees **must be paid in full before arrival** at User Conference. Be sure you have paid. To find out if you have paid log on to your record at www.regonline.com/agressoconnects2010.

Viewing My Agenda Choices And Making Changes

How to view your Agenda Choices

- Visit: www.regonline.com/AgressoConnects2010
- Click on the “**Register Now**” button
- Choose the “**Already Registered**” option above the login fields
- You can **log into** the system using the email and password you used to register. On this page you can choose “forgot your password” if you can’t remember the password you set up. It will be e-mailed to you promptly.
- **Once logged in** you should see the screen below:



Agresso Connects 2010 - A Perfect Storm (Event Details)

Lisa test Baergen test

[View](#) [Print](#) [or Email Registration Record and Invoice](#)
[Make a Substitution](#)
[Cancel](#)
[Make Payment](#)

Registrant List	Type	Edit	Actions
1. Lisa test Baergen test (Primary Attendee)	Conference Delegate	Delegate Information	Agenda & Fees Lodging & Travel Substitute

[Add Another Person](#)

[Finalize](#) ▶

- **Here you can make change to any of the sections seen here.**
 - **View, Print, or Email Registration Record and Invoice:** here you can click on Print Registration to print your registration record, or Click to View your Invoice. Click on the tab called “Agenda & Fees to see what you have registered for”.
 - **Make a Substitution:** If you can no longer attend, you can save any cancellation fees by providing a substitute. Please remember for any courses with Pre-Requisites either ensure your substitute meets the same prerequisites, or edit your course selections to more appropriate course selections.
 - **Cancel:** To cancel registration. Please note cancellation policy.
 - **Make a Payment:** Here you can make full or partial payments by Cheque, Money Order, Credit Card etc.
 - Listed beside delegate name:
 - **Delegate Information:** Delegate Information: here you should ensure your name and company name is accurate as it will be printed on your badge.
 - **Agenda & Fees:** Here you can change your course and workshop selections, add special event guests, remove special event guests, or make any agenda changes. The only changes that will affect fees will be the addition / removal of Pre-Conference Intensive Training courses, and guests for the events. Please note: those registered in a group will have a screen that looks different, but you will still be able to make the below choices.
 - **Lodging & Travel:** Here you can find the direct link to the online hotel reservation system or hotel phone numbers to change / amend your hotel reservation.
 - **Substitute:** Same as substitution option above.

Accommodation

Sheraton Wall Centre, Vancouver British Columbia Canada www.sheratonvancouver.com

Check in is after 3:00 p.m. and check out is at 12:00 p.m.

Every effort is made to accommodate guests arriving before the check in time; however, rooms may not be ready. Late check in and check out should be requested in advance.

Hotel contact information

Sheraton Vancouver Wall Centre, 1088 Burrard Street Vancouver, BC V6Z 2R9. (604) 331-1000

Concierge information

There are two concierge desks. One is located in the Lobby of the North Tower (ext 7363) and is open from 10.00am-6.00pm.

The second is in the Lobby of the South Tower (ext 7110) and is open from 7.00am-9.00pm.

Internet access

Free internet access – All rooms at the Sheraton Wall Centre come equipped with free internet access, or find Internet Kiosks in Agresso Alley Wednesday – Friday.

There is also a The LINK or Business Central located on the 3 Floor where you can access free internet, printing and more.

New Requirements for Travelers

Travelers to and from Canada, Mexico, Central and South America, the Caribbean, and Bermuda will be required to have a passport or other secure, accepted document to enter or re-enter the United States. For more information, visit the **US Department of State's travel website**.

Transportation Options to and from Vancouver International Airport

Travel to the Hotel

Airport Proximity – 25 minutes / 12 miles

Taxi Services

There are four Taxi companies in Vancouver. If you're in a popular downtown area, you'll be able to find a taxi easily. When arriving at the airport, licensed taxis are available outside the Domestic and International terminal on Arrivals Level 2. Expect to pay approx \$30-\$40 to the hotel. No reservations are required for mini-vans or wheelchair accessible taxis. Let our curbside staff know your needs and we'll get the right vehicle.

Arriving from Canada on a domestic flight and need a taxi?

If you have just arrived and are picking up luggage, you are located in the Domestic Terminal Arrivals, Level 2. Simply make your way outside of the terminal on Level 2 to the taxi stand with an attendant to help.

Arriving from the U.S.A or an international destination and need a taxi?

Once through the customs and immigration process, you'll enter the International Arrivals Greeting Area. Walk outside the building on the same level and look for the taxi stand. Attendants are there to assist.

All taxis that pick up passengers from the airport are fully licensed and all drivers must complete a training course in safe driving, customer service and helping people with special needs.

Black Top & Checker Cabs

604-683-4567

Toll Free: 1-800-494-1111

MaLures Cabs

604-683-6666

Vancouver Taxi

604-871-1111

Toll Free: 1800-871-8294

Yellow Cab

604-681-1111

Toll Free: 1-800-898-8294

Canada Line – Light Rail

Trains leave YVR every 7 minutes. The Canada Line is Vancouver's new rapid transit rail link connecting YVR to downtown Vancouver in 26 minutes. The closest SkyTrain Station from the Vancouver Airport to the Sheraton Vancouver Wall Centre Hotel is the Vancouver City Centre Station Canada Line (5 Block walk to the Hotel - approximately 10 minute walk). Canada Line's YVR-Airport station is centrally located between our International and Domestic Terminals.

Directions to Canada Line for passengers flying in to YVR

Arriving from within Canada?

If you're picking up checked bags, you are at Arrivals, level 2 of the Domestic Terminal. Go to Level 3, and walk toward the Link Building (located in between the International and Domestic Terminal). Follow the signs marked Canada Line or ask any of our Customer Care staff in red or green vests for assistance.

Arriving from the U.S.A or an international destination?

Once through the customs and immigration arrivals process, walk toward the exit to our International Arrivals Greeting Area. Exit the building following signs marked Canada Line. Before the parkade entrance, an escalator and elevator will take you up to the Canada Line platform.

Visit www.translink.ca for more information.

General Driving Directions

From East

- From TransCanada Highway 1, take the Hastings Westbound Exit into downtown
- Turn left onto Burrard Street, proceed 6 blocks, and turn left into the hotel.
- From TransCanada Highway 1, take the Hastings Westbound Exit into downtown
- Turn left onto Burrard Street, proceed 6 blocks, and turn left into the hotel

From Vancouver International Airport

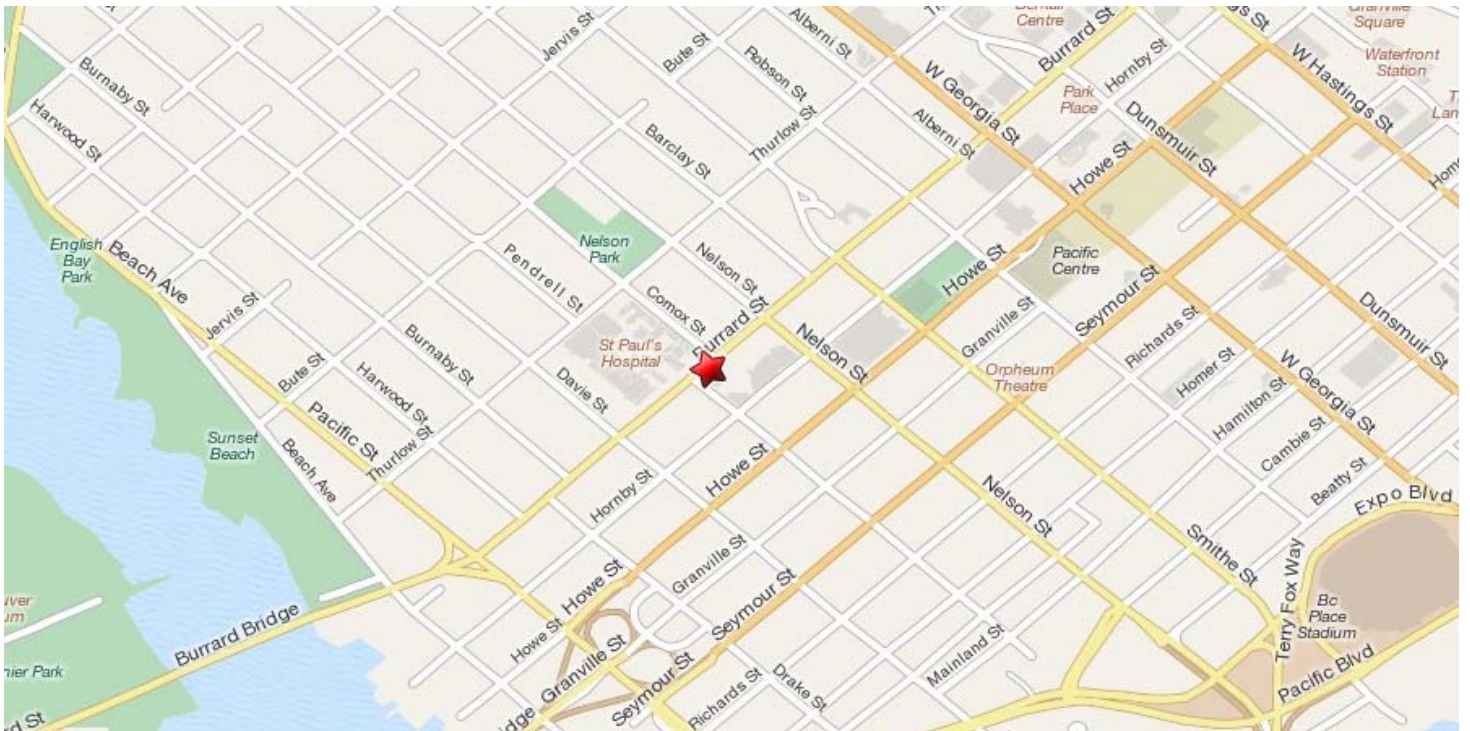
- Follow the signs to Vancouver, over the Arthur Laing Bridge
- Take the Granville Street exit off the Arthur Laing Bridge and follow Granville Street for approximately 10 miles
- Cross the Granville Street Bridge into the downtown core and take the Seymour Street exit. Seymour is a one way street heading north.
- Follow Seymour Street to Helmcken
- Turn left on Helmcken and continue to the end of the street (three blocks). The Wall Centre complex comprises of two tall blue glass buildings located on the right hand corner of Helmcken and Burrard, directly across the street from St. Paul's Hospital.

From North

- From Highway 99, take the Taylor Way Exit (number 99A)
- Proceed across Lions Gate Bridge, through Stanley Park, onto Georgia Street
- Turn right onto Burrard Street
- Turn left into the hotel

From South

- From Highway 99, continue straight onto Oak Street
- Turn left onto 49th Avenue
- Turn right onto Granville into downtown
- Turn left onto Helmcken Street
- Continue for 2 blocks to the hotel, and turn right into the autocourt



Valet and self-parking available

Booked Hotel Guest	\$30.00 per night plus taxes (With in & out privilege)	\$33.00 Valet
Regular rate, after 8:00am	\$6.00 first hour, \$3.00 each additional 1/2hr (Max \$36.00) (No in & out privilege)	
Early bird rate	\$16.00	Must arrive 6-8 am. Must leave before 6pm (No in & out privilege).
Evening rate	\$14.00	6pm to Midnight (No in & out privilege)
Intrawest Guest	\$21.00	Plus taxes overnight (In & out privilege) \$23.10 Valet
St. Paul's Hospital	\$13.00	(On a 12 hour period) (Right across the street)

Weather Information

General Temperatures March – May (Spring)

Mild temperatures ranging from 15-20C (approximately 68-78F) Expect rain in March and the beginning of April. Daylight hours are approximately 7:00 am – 7:00 pm

Registration and Information

The Registration and Information desk is in the Junior Ballroom Foyer on the 3rd level.

Hours:

Monday 8.00am-5.30pm

Tuesday 8.00am-5.30pm

Tuesday Welcome Reception 7.00pm-9.00pm – Pavilion Ballroom

Wednesday 7.00am-6.00pm

Thursday 8.00am-5.30pm

Friday 8.00am-2.00pm

Dress Code

Conference Dress Code: The dress code for the conference is business casual.

Tuesday night Welcome reception: For the Welcome Reception Event, we hope you can help us create a festive atmosphere through some fun dress in tropical theme / Gilligans Island Tropical Paradise. Costume is not required; dress code for those not in costume is Business Casual. Dress up not required, but prizes will be awarded for best Talking Heads DVD.

Thursday Dinner Event at the Aquarium: The dress code is Business Elegant / Dressy.

Food & beverage

Your Conference fee includes:

Intensive training (Monday-Tuesday): Lunch, morning and afternoon breaks provided.

Tuesday Night Welcome Reception: Light appetizers, two free beverages and a no host bar provided.

Delegates may pay with credit, debit or cash. There are ATM cash machines located in both the North Tower and the South Tower lobbies.

Conference (Wednesday through Friday): Breakfast, lunch, morning and afternoon breaks provided.

Thursday Night Gala Event – The Vancouver Aquarium Full dinner, beer and wine provided. There is ATM cash machine on site should you wish to purchase other drinks.

Breakfast will NOT be provided on Monday, May 17 or Tuesday, May 18