

EVERYTHING TO KNOW

NAME BADGES

Eli Lilly & Company requires that provided NAME BADGES are worn during the entire event and always remain visible.

HOTEL INFORMATION

If you booked your room through our room block at the **The Westin Indianapolis**, then you should be all set with your reservation.

Hotel address: 241 W. Washington St., Indianapolis, IN

The hotel is about a 10-minute drive to Eli Lilly & Company. We encourage you to call the hotel to confirm your reservation and make any special room requests directly with the hotel – 317-262-8100.

TRANSPORT

QUEST SAFETY PRODUCTS is providing a shuttle from the hotel to the host site on June 26. The shuttle will depart at 8:45am sharp.

CHECK-IN PROCESS

All Attendees must check in at Eli Lilly & Company for the event between 9:00am – 9:15am. **Due to security requirements we are unable to accommodate any late arrivals.** If you are going to arrive past 9:15am you must text Dee at 661-993-9390.

A valid state ID is required to check-in. If you do not have an ID, you will not be able to attend.

PARKING AT ELI LILLY & COMPANY

- Refer to the map provided (on page 2).
- The corporate lobby is at the corner of Delaware Street and McCarty Street. There are two visitor parking garages:
- Upon entering the circle where the water fountain is located, the Visitor Parking will be on your right.
- If the garage above is full, you can park in the garage diagonally across the street from the fountain. The visitor entrance is on McCarty Street. If you are taking an Uber or Lyft, refer to the map that indicates where to be dropped off.

MEALS PROVIDED

Morning – Breakfast – 9:00am - 9:50am

Afternoon – Lunch – 12:00pm

PM Break – Light Refreshments

Cluster Networking – Appetizers and Beverages – 5:00pm - 5:45pm

ONSITE AT THE GEO CLUSTER EVENT

- Allow yourself enough time to park and retrieve your name badge. Check-In starts at 9:00am, **please do not arrive any earlier.** You must bring your ID with you.
- All attendees must arrive no later than 9:15am. Plan accordingly and allow about 15 minutes to go thru security and get your name badge.
- We will start promptly at 10:00am so please be seated by 9:50am in the Auditorium. Food is discouraged inside.
- Attire: Business Casual.
- Roaming off the campus is not permitted. All attendees are required to remain with our group for the entire event. DA4S Staff will direct you.
- Attendees will require a chaperone when exiting the Auditorium. Please note, there is no outdoor access during the event. All attendees are required to remain indoors.
- Photos are prohibited. Please do not take any photos with your cell phone once you enter the campus.

CLUSTER IMMERSION SESSIONS

Attendees will attend all the main sessions in the Auditorium. We will not be recording these sessions.

BEYOND THE MATCH

3:00pm - 4:55pm – You do not need to sign up for this ahead of time. Attendees select onsite which companies they want to connect with during the Beyond the Match session.

These meetings will be led by the Corporation in a structured format so there is no necessary preparation. Remember to bring business cards.

During this session you will rotate 4x having the opportunity to meet 4 companies. If there is more than one person coming from your company, then we highly recommend you go to different Beyond the Match sessions.

ATTENDEE LIST

- All attendees will have access to the attendee list thru the event app. The Mobile App will become available the day prior to the event.
- Download the Eventdex App on your mobile device and use the email you used to register for the event to access the app.
- In the interim we do have the list of companies attending shared on our website.
- The event is intimate so you will get to meet all the attendees to get contact information and start a relationship.

QUESTIONS? Contact Dee@DiversityAllianceforScience.com

ELI LILLY & COMPANY
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