

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 will be strictly enforced as with any official training TDY. It is important to not confuse this event with a conference or other liberal attendance event. The Symposium Operations Center (Rm 101) 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

(615) 458-0851

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 located at room 101.
- **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 separate expense. Wednesday lunch tickets must be purchased at Registration or by 1100, Monday, in the Operations Center (Rm 101). Mon and Tuesday lunch is available in the exhibit hall on cash and carry basis.
- **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 (Rm 101) 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 (BDUs/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 (Rm 101) for assistance.
- **Critiques.** You must complete a critique 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 technical 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 these papers during classes. Additional copies may be available at the Operations Center (Rm 101) after 1200 Wednesday. Additionally, all papers can be accessed electronically on the Symposium Web site: www.esympo.com for easy reference after the symposium.
- **Lost and Found.** Visit the Symposium Operations Center. Also, contact the hotel security office.

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: (615) 458-0851 (duty hours) Official messages ONLY will be posted on the Message Board.

- **Emergency Messages - Call 1-910-447-9676.** After duty hours, call this number.

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

- **Medical Assistance.** For emergencies, call 911. In hotels, dial hotel operator. In the Convention Center, find a Symposium Staff Member or Instructor. For non-emergency care, see the Operations Center for assistance or your hotel front desk. **IMPORTANT:** Notify the Duty Officer (mandatory civilian and military) at 1-910-447-9676 - 24-hrs/day if UNABLE to attend a class. No shows 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 150 industry and government displays are in the Exhibition Hall. These exhibits are provided to facilitate technology, information exchanges and 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 (must be present to win). The exhibitors are not provided a list of Symposium attendees. The only way exhibitors can obtain this information is through you. To facilitate an effective technology exchange, we have provided you with sufficient bar code stickers with the name and duty address you provided at registration. 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.** Airport Shuttles will do a special pick-up following certificate handout (Friday 1130). Airport buses will depart from the PRESIDNETIAL LOBBY (above Rm 201) ONLY FRIDAY (1130-1200). After that, consult the hotel for pick-up locations. NOTE: you MUST sign-up with the hotel in advance to ensure enough buses are available or have purchased a round-trip pass upon arrival. **(Also see Baggage note below.)**
- **Hotel offers many transportation options.** Hotel shuttle travels Opry Mills Mall and back Mon-Sat (11:30am-7:45pm) and Sun (11:30am-7pm). Shuttles stop at all sections of the hotel (see room literature for more details). Other discounted shuttles are available to hotel guests upon request to the hotel operator.

Miscellaneous Information

- **Mailing Services.** The Symposium provides NO shipping or mailing services. See IKON Business Services located in the Conv't Center – Governor's Lobby.
- **Health Fitness.** The Opryland Hotel has a 4,000-foot, state-of-the-art fitness center. Indoor pools are located at the Relâche Spa and are free to symposium guests. The fitness center is open 24 hours a day and is on the 2nd floor of the Cascades (above the hotel lobby). Text SPA to 81893 for specials and discounts. Consult hotel front desk for details and information on running maps and routes.
- **E-Mail/Internet:** Not provided by the symposium. Hotel provides free wired and wireless in hotel rooms as well as Wi-Fi in common areas/lobbies (EXCEPT the Convention Center).
- **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 be available (free) at Rm 201 ONLY for those using the airport shuttle from 1130-1200 from the convention center. Please allow an additional 30 min to store bags to avoid being late to class.

The ESOH Symposium is sponsored by
 Air National Guard
 Air Mobility Command
 Air Combat Command
 Air Force Space Command
 Air Force Reserve 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 hosts in Nashville making this training possible for our mission and our country