

## SHIPPING PLAN

**Please follow the instructions to ship materials to San Diego, California for the 2008 OSC Readiness Training Program to be held from February 4 through 7, 2008.**

- All materials must arrive at the Holiday Inn San Diego on the Bay between **Wednesday, January 30, 2008 and Friday, February 1, 2008.**
- To ship your materials:

1. Please use the attached mailing label. The label provides the address of the Holiday Inn San Diego on the Bay, and the name and date of the course, plenary session, or presentation for which you are shipping materials.
2. Copy the mailing label on colored paper based on the color designated for your training day and then attach a label to each box.

Monday =	Blue
Tuesday =	Yellow
Wednesday =	Green
Thursday =	Pink
Friday =	Purple

**It is very important that you use the appropriate color for the mailing label and that you attach the mailing label in an easily visible place on the package.** To facilitate organization

of the boxes on site, a color has been assigned for each day of the week. For example, if you are shipping materials for use on Monday, February 4, please copy your mailing label on blue paper.

Please use white paper for all materials to be used in the Tech Zone and Registration areas.

3. Indicate on the mailing label the total number of boxes shipped for each course, plenary session, or presentation (for example, mark the label Box 1 of 3, 2 of 3, and so forth).
  4. To ensure that all materials have arrived at the hotel, please forward the following information to Austin Brett by e-mail at *austin.brett@ttemi.com* or by fax at (703) 391-5876 no later than Friday, February 1, 2008:
    - The total number of boxes shipped.
    - A point of contact to be called on Friday, February 1, and Saturday, February 2, if the boxes do not arrive at the hotel.
    - The tracking number(s) or shipping receipt(s) and the name of the shipping company for each box.
- If you are NOT shipping any materials for your course or session, please also notify Austin so that the on site team knows what to expect.
  - If you are shipping materials to the 2008 OSC Readiness Training Program for which you plan a return shipment, you are responsible for packing those materials on site and paying the shipping costs. Please be sure to pack return shipping labels; those labels should include your account number.
  - For security reasons, each box and/or container sent from the Holiday Inn must have its own shipping label. Please do not use one tracking number for multiple-piece shipments.

**Thank you for following the shipping plan.**

**Please contact Austin Brett at (703) 390-0606 or by e-mail at *austin.brett@ttemi.com* if you have any questions about the shipping plan.**

**Ship all materials to:**

**Holiday Inn San Diego on the Bay  
1355 North Harbor Drive  
San Diego, California 92101  
(619) 232-3861**

**Hold for: OSC Readiness Training Program**

**How to Be Nice and Play Well With Others in the  
Contracts Environment**

**Date: Thursday, February 7, 2008**

**Time: 1:30 p.m. - 5:30 p.m.**

**Box \_\_\_\_\_ of \_\_\_\_\_**