Conference & Travel Guide

This guide provides a checklist for Faculty Mentors and Student Delegates preparing to participate in the CABLE Leadership Training Workshop. It includes travel logistics, reimbursement information, and other pre-trip questions.

Please thoroughly read through this guide so that you are prepared for travel to San Francisco, to attend ABLC Next, and for travel home.

We’re really looking forward to meeting everyone in person! Be sure to check out the agenda in this document for information on where you need to be and when. Be sure to review the section on appropriate dress for travel and for the conference. The FAQ section covers most topics relating to travel and the conference; however, if you have additional questions, please reach out to Melinda Lloyd.

ABLC Next 2017

At ABLC Next, you’ll meet application and platform developers, investors, policymakers, end-use customers, and channel & development partners for the newest technologies of the advanced bioeconomy: health, nutrition, AgTech, genetics, big data, robotics, fuels, chemicals and materials. This is the place where digital and physical technologies converge. You are a vital part of the action. Really connect! Engage in one-on-ones where you can see products and interact with their developers.
### Monday, October 16, 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
<th>Student Delegates</th>
<th>Faculty Mentors</th>
<th>Bring</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00-6:00PM</td>
<td>Native Sons Building 414 Mason Street Suite 800 (8th Floor)</td>
<td>CABLE Leadership Training Workshop and Mentors' Meeting</td>
<td>✓</td>
<td>✓</td>
<td>Individual Growth Plan (Completed)</td>
</tr>
<tr>
<td>6:05-6:30PM</td>
<td>Hotel Nikko 222 Mason Street Front Desk</td>
<td>Check-In (Room is paid, mention CABLE block and give your name)</td>
<td></td>
<td></td>
<td>Credit Card (Incidentals only)</td>
</tr>
<tr>
<td>6:30-7:45PM</td>
<td>Hotel Nikko Conference Level</td>
<td>Conference Badge Pick-Up</td>
<td>✓</td>
<td>✓</td>
<td>You will be asked to share your name and affiliation</td>
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### Tuesday, October 17, 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
<th>Student Delegates</th>
<th>Faculty Mentors</th>
<th>Bring</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td>Hotel Nikko Conference Level</td>
<td>ABLC Next Opening &amp; Welcome Address</td>
<td>✓</td>
<td>✓</td>
<td>Students may be asked to stand</td>
</tr>
<tr>
<td>10:10AM</td>
<td>Hotel Nikko Conference Level</td>
<td>Structured Networking</td>
<td>✓</td>
<td></td>
<td>Questions</td>
</tr>
<tr>
<td>11:40AM</td>
<td>Hotel Nikko Mendocino Room</td>
<td>Bioeconomy Leaders Panel Option 1 of 2</td>
<td></td>
<td></td>
<td>Questions</td>
</tr>
<tr>
<td>12:30PM</td>
<td>Hotel Nikko Conference Level</td>
<td>Luncheon</td>
<td>✓</td>
<td>✓</td>
<td>Conference Badge</td>
</tr>
<tr>
<td>1:40PM</td>
<td>Hotel Nikko Conference Level</td>
<td>ABLC Next Afternoon Sessions</td>
<td>✓</td>
<td>✓</td>
<td>Business Cards (If you have some)</td>
</tr>
<tr>
<td>3:30PM</td>
<td>Hotel Nikko Mendocino Room</td>
<td>Bioeconomy Leaders Panel Option 1 of 2</td>
<td></td>
<td></td>
<td>Questions</td>
</tr>
<tr>
<td>6:15PM</td>
<td></td>
<td>The Hot Party &amp; Hot 40 Award Announcements</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>7:45PM</td>
<td></td>
<td>Dinner on your own</td>
<td></td>
<td></td>
<td></td>
</tr>
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Wednesday, October 18, 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
<th>Student Delegates</th>
<th>Faculty Mentors</th>
<th>Bring</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td>Hotel Nikko Conference Level</td>
<td>ABLC Next Group Photo Op with Gov. Paul LaPage</td>
<td>✓</td>
<td>✓</td>
<td>Conference Badge</td>
</tr>
<tr>
<td>8:00AM-5:00PM</td>
<td>Hotel Nikko Conference Level</td>
<td>ABLC Next Sessions (As your flight schedule allows)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Walking Directions

Below is a map illustrating walking directions from the Native Sons Building to Hotel Nikko.

Meeting Location:
Native Sons Building
414 Mason Street, Suite 800 (8th floor)
San Francisco, California 94102
(607) 342-1264 (Corey’s cell)
(614) 582-8025 (Denny’s cell)

Hotel Nikko
222 Mason Street
San Francisco, California 94102
(415) 394-1111
Walking Directions (continued)

Below is a map illustrating walking directions from Hotel Nikko to Powell Street BART/Cable Car Station.

Hotel Nikko Address:
222 Mason Street
San Francisco, California 94102
(415) 394-1111

Powell-Mason Line
Powell-Hyde Line
Bay Area Rapid Transit (BART): Powell Street

Frequently Asked Questions

How do I get from the airport to Hotel Nikko and the Native Sons Building?
To travel from the San Francisco Airport (SFO) to Hotel Nikko: Airport Express - vans depart from outside the baggage claim area at the airport every 30 minutes. Cost to Hotel Nikko is about $18 per passenger. Shuttles will usually make 2-3 stops before your stop. For groups of 3-4 people wishing to share a ride, the typical fair from the airport by taxi or Uber is in the range of $50-80 and can go higher depending on rush hour periods (4-10am & 2-8pm).

Here is a list of other airport shuttle companies servicing the area. If you wish to make a reservation, please call in advance or go online to make a reservation.

- Blue Shuttle - (650) 642-1307
- American Airporter Shuttle - (415) 202-0733
- Super Shuttle - (800) 258-3826
Frequently Asked Questions (continued)

Hotel Nikko Address:
222 Mason Street
San Francisco, CA 94102
(415) 394-1111

Do I need to reserve a hotel room?
No. Your room has already been reserved at Hotel Nikko and has been pre-paid by CABLE.

When can I check into Hotel Nikko?
Check-in time is 3pm. If you wish, you may check your bags at the front desk or bring them to the 2pm meeting (about a 2 minute walk from Hotel Nikko).

Checking in: Give your name and indicate you have a reservation in the CABLE block of rooms. You will need to present a credit card (not a debit card) for incidental charges. If you do not have a credit card, coordinate with your Faculty Mentor prior to check-in to see if they will provide their credit card.

What hotel costs are covered?
The cost of your room is covered, however, incidental charges are not covered. Be aware that hotels often charge you for using many things in the room. For instance, bottled water in the room is not free. Snacks in the fridge are not free. Avoid unexpected charges by leaving all food/drinks in the room and not purchasing any television channels/shows during your stay. You will not be reimbursed for any in-room charges.

Do I need to register for the ABLC Next Conference?
No. You are already registered and your registration fees have been paid by CABLE. You only need to go to the ABLC Next Registration table on the Conference Level at Hotel Nikko to pick up your conference badge and any conference materials. Your conference badge will indicate you are part of the CABLE delegation.

Reminder: Bring your Government Issued ID
Your name on your ID must match the name on your boarding pass exactly.

Other Costs: covered or not covered?
1. Airport Parking: If you park at your home airport, please park in the surface lot (costs for airport valet parking will not be reimbursed). Only surface lot charges will be reimbursed. You will need to submit the original receipt for reimbursement.

2. Mileage: Your mileage to/from the airport is reimbursable at a rate of $0.535 per mile. Please submit a Google Map showing the route and mileage from your home to the airport for reimbursement.

3. Flights Fees: Pre-boarding and seat selection fees (for your flight) are not reimbursable.

4. Baggage Fees: If you check a bag you will need to pay the baggage fee and submit the original receipt after your trip for reimbursement. The Ohio State University will only reimburse you for one checked bag. Keep in mind that you will be in meetings the same day you arrive in San Francisco. You should dress appropriately for your flight so that you won't need to change clothes before the meeting.

5. Meal Reimbursements: The conference registration price includes continental breakfast both Tuesday and Wednesday, am/pm coffee/tea breaks and lunches Tuesday and Wednesday. The allowable per diem rate for meals not covered by the conference is as follows:
   - $30.00 for Monday (dinner provided, first travel day 75% breakfast/lunch = $30)
   - $34.00 for Tuesday (dinner only)
   - $25.50 for Wednesday (75% of last travel day minus breakfast and lunch-provided = 75% of $34 for dinner = $25.50)
Total per diem per person for 3 days, 2 nights = $30.00 + $34.00 + $25.50 = $89.50 per person. You will not need to turn in meals receipts. You will receive the flat per diem rate.

Native Sons Building Address:
414 Mason Street, Suite 800
San Francisco, CA 94102
(607) 342-1264 (Corey’s cell)

Additional Contact:
Denny Hall
(614) 582-8025

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Frequently Asked Questions (continued)

6. Getting around San Francisco: If you decide to go to Fisherman’s Wharf or other locations around town for dinner, please save receipts for CABLE Car or other group transport to dinner.

How am I reimbursed for allowable costs?
Within 30 days of travel (by November 17, 2017), please send your completed Post-Travel form and all related receipts to:

Leah Reilly, OBIC Bioproducts Innovation Center
165A Bevis Hall, 1080 Carmack Road
Columbus, OH 43210
Reilly.115@osu.edu
Phone: (614) 292-2922
Fax: (614) 688-1593

Getting Around San Francisco

Fares: Cable car conductors will only accept cash

Tickets: Can be purchased at turnarounds or from the conductor as you board
- Adults & Youths (ages 5-17): $5.00 each way
- Seniors (ages 65+) & Disabled: $5.00 each way ($1.00 9pm-7am)

Passports: Perfect for visitors to the city and allow riding on streetcars, buses, and cable cars
- One Day: $13.00
- Three Days: $20.00
- Seven Days: $26.00

FastPasses: Allow monthly unlimited riding on cable cars, streetcars, and buses (within San Francisco)
- Adults (ages 18-64): $60.00
- Youths (ages 5-17): $15.00
- Seniors (ages 65+) and Disabled: $15.00

Children 4 and under ride free. Check the SFMTA fares page for locations where passes are sold.

Note: Transfers from Muni buses and Metro Lines are not accepted on the cable cars. Fares may be subject to change without notice here.

Schedules: Cable cars run seven days a week with special schedules on weekends. For a complete updated listing of all cable car stops and time tables, visit www.sfmta.com.

Destinations: Basically, there are three cable car routes in operation, and it helps to know their respective destinations. At Powell and Market streets, there is a cable car turntable which serves as the beginning stop for two lines, the Powell-Mason and Powell-Hyde lines. The Powell-Mason line begins at the Powell/Market turnaround, and the line runs from there up and over Nob Hill and down to Bay Street at Fisherman’s Wharf. The Powell-Hyde line also begins at the Powell Market turnaround and runs over Nob and Russian hills before ending at Aquatic Park near Ghiradelli Square. Both these lines end near Fisherman’s Wharf, but at different areas, and the routes are significantly different. Paying close attention to the signs on the cable cars will help you distinguish where in Fisherman’s Wharf you will find yourself.

The signs on Powell street cable cars are color coded. The yellow signs will head towards Bay and Taylor streets, and the red signs will head towards Aquatic Park. The California Street line runs East-West from the Financial District, through Chinatown, over Nob Hill and stops at Van Ness Avenue. Since all the cars on this line have the same routes, the signs are painted directly on the car. Hop on board!

If you are boarding from a cable car stop and not at the end of a line, please use the following etiquette: Please wait on the sidewalk and wave to alert the gripman to stop. Do not board the car while it is moving; wait for it to come to a complete stop. You can enter on either side of the car. You can board a cable car if there is sufficient space. Don’t forget that you can "hang on" to the special poles provided on the outside of the car. If you choose to ride this way, pay close attention to the gripman as he will alert you to any potential hazards along the route.

Have fun experiencing San Francisco’s historic Cable Cars!
What is appropriate dress for Student Delegates at ABLC Next?

Most of the business leaders in attendance will be wearing business casual dress. Please review the image below for some guidance on this and keep in mind that you may be meeting a business leader with the perfect future internship for you! When in doubt, err on the side of professionalism. Remember that it only takes a few seconds for someone to form an impression of you; we want that to be a positive impression! Keep in mind that you will be in meetings the same day you arrive in San Francisco. You should dress appropriately for your flight so that you won’t need to change clothes before the meeting. If you are checking your bag, wear something on the plane that will be useful in several settings just in case you are faced with lost luggage. It is best to dress in layers - a jacket or sweater or shawl; conference rooms can be cold or hot, depending on your tolerance level.

Appearance Counts
33% determine first impressions based on appearance. You can make up to 5% more by looking sharp

5 Seconds
3/5 base opinions on the first 0:05 seconds of meeting another person

Success Needs Style
53% of women & 37% of men polled felt that executive potential & attire were linked
Please bring a printout of your Individualized Growth Plan!

It is extremely important that you remember to bring a printout of your Individualized Growth Plan to ABLC Next in San Francisco. This Growth Plan is vital to meeting our conference goals.

Places To Explore

- Golden Gate Bridge/Park
- Alcatraz Island
- Lombard Street
- Fisherman’s Wharf & Pier 39
- San Francisco Railway Museum
- Cable Car Rides
- Chinatown Dragon Gate
- Muir Woods