



HEA WORKSHOP LOGISTICS June 9th, 2009

Dear HEA 2009 Workshop Participants and Instructors,

This is your logistics letter with details you will need before arriving at the HEA workshop to be conducted at the University of Alaska Anchorage (UAA). Please print this letter and bring it with you so that it may serve as a reminder for all of the logistical details you will need prior to arriving. You will receive a more detailed orientation packet when you arrive in Alaska with all of the workshop details. Some of the information below you may have already received, but some of the information is **NEW**. **Please read everything carefully!**

TRANSPORTATION FROM AIRPORT TO DORM:

Please print out the attached maps of UAA's campus and have it with you when you arrive in Alaska. ***We ask that you get a taxi to take you from the airport to the East Hall dormitory (Building #42 in the large campus map).*** It is a 15 minute ride, but **please give your taxi driver the pdf map enclosed below, which includes driving directions.** Please note that we are not staying in the main part of the UAA campus, so you cannot simply say, "Take me to the University of Alaska". You must be specific! When you arrive, **do not let the taxi drive away until you have confirmed that you are in front of the right building.** Barbara Maggi will put up signs Friday evening on our dorm building and the Commons building (with the cafeteria and our conference rooms where we will be meeting), so look for our logo! This is especially important if you are arriving in the middle of the night (please see the "Safety" section below).

Just for your information, we have changed our plans and will provide rental vans/cars for the HEA group, but they will all be driven by instructors. There will be 5 vans and 1 car, and they will each have a sign with our logo on it to designate it as an official HEA vehicle. We will use these vehicles to drive to official HEA activities, as well as for various informal evening activities as the group decides. This is a fun and dynamic group, so we are sure there will be several options every day!





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DORMITORIES:

The dorm has a reception desk that is open 24 hours a day. When you check in, please state that you are there for the "NASA Workshop". We have sent your dorm needs prior to your arrival, so if you are planning some personal nights at the dorm, you may be asked for a credit card number to put on hold, or you may choose to pay for your personal portion now, or later when you check out.

The dorms themselves will be either doubles or quad suites, and your roommates will either be a fellow HEA or an instructor of our group. Everyone will have their own locked private bedroom with a bed, desk, closet, phone, voice mail, etc. The bed will have linens and one thin blanket; however we suggest you bring an extra blanket or thick pajamas if you get easily cold. The bathroom is shared inside the suite – one bathroom for the double suite, and two bathrooms for the quad suite. The bathroom will have one (small) towel per person and toilet paper. For bathroom supplies, you need to bring everything else, such as soap, Kleenex, large towel, shampoo, or other toiletries.

Please also bring a travel alarm clock. And remember, it will never get truly dark at night, so bring an eye mask if you are sensitive to light.

The dorm will have informal living rooms on each floor that you can hang out in, meet other HEAs, or chat with the instructors. The dorm also has laundry available on the first floor. However, bring coins as it is sometimes difficult to get change when you need it, and also bring your own detergent. There is a campus store where you can purchase detergent, but they are only open specific hours. Please see our "Weather & Clothing" section for more details.

We will all be housed in East Hall which is one block away from the Commons (Building #41) which houses the cafeteria and our meeting rooms (#106 and #107 of the Commons). It is a very short walk over a small bridge.

If you have any questions at all about details of the dorm or facilities, please ask Barbara Maggi (barbara.maggi@hamptonu.edu, office phone # (757) 727-5869, or cell (757) 646-4206). She has stayed in the UAA dorms and can answer your specific inquiries.





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We will email you your housing assignment (dorm room #) and your roommate(s) assignment as soon as they are available, hopefully within the next week. These are also flexible, if you wish to change roommates after your arrive for whatever reason, we can arrange the switches.

DORM HOSTS & REGISTRATION:

Barbara Maggi and Darlene Yan will be your dorm hosts and you can come to us with any issues or concerns during the course of the workshop. We will email you our dorm room numbers as soon as we receive them, so you can reach us at any time. Please keep our phone numbers with you in case you have any problems or questions once you arrive in Alaska.

- Barbara Maggi, Hampton University - CELL PHONE: 757-646-4206
Arriving to Alaska Friday, June 19th, 6:07pm
- Darlene Yan, UC Berkeley – CELL PHONE: 510-318-1150
Arriving to Alaska Saturday, June 20th, 12:32pm

We will be at the Commons by the fireplace on Saturday from 2-5pm and Sunday at 3pm for you to register and pick up your orientation packet.

SUNDAY EVENING OPENING RECEPTION:

The HEA workshop will kick off at 5:00pm Sunday evening in room #106 of the Commons (Building #41) – this is also the main conference room we will be meeting in for the duration of the workshop. We will start with an 'ice breaker' and then have dinner (set-up by 5:30pm), hands-on activities, and planetarium shows. It will be relaxed and informal. The planetarium shows will happen in conjunction with the dinner from 5:30-8:30 pm next door in room #107, and you will have your choice of when you want to eat and when you'd like to watch a show. It will be a buffet dinner with vegetarian options. Please remember to wear your nametag (provided in the orientation packet) so we can get to know one another.





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Breakfast will be served in the Commons cafeteria Monday morning starting from 7:00am. We will then start our workshops in room #106 at 8:00am. We will post a detailed agenda on the website shortly, and you will also receive a hardcopy in the orientation packet.

FOOD & MEALS:

The HEA program will cover breakfast, lunch & dinner beginning with Sunday's opening dinner at 5:30pm through lunch on Friday. You will receive a Meals Handout in your orientation packet that will have further details & the specific schedule of mealtimes.

All of the meals except for the Sunday night opening dinner and Wednesday night's cookout dinner will be at the UAA Commons Cafeteria. There are vegetarian options available for all meals, and two of the lunches (Thursday and Friday) will be box lunches of sandwiches, fruit, dessert, chips & soda.

IMPORTANT: If you are arriving early or staying late, please note that the UAA Cafeteria is only open for the following dates & times, so please make arrangement accordingly. But you must check with the Cafeteria kitchen for specific hours & availability, they are not open all the time:

<i>Tues-Friday</i>	<i>June 16-19</i>	<i>Open for breakfast only</i>
<i>Saturday</i>	<i>June 20</i>	<i>NOT OPEN ALL DAY</i>
<i>Sunday</i>	<i>June 21</i>	<i>Open for lunch only</i>
<i>Friday</i>	<i>June 26</i>	<i>NOT open for dinner</i>
<i>Saturday</i>	<i>June 27</i>	<i>Open for breakfast only</i>
<i>Sunday</i>	<i>June 28</i>	<i>OPEN for breakfast, lunch & dinner</i>
<i>Monday</i>	<i>June 29</i>	<i>Open for breakfast only</i>

The meeting rooms will have coffee & teas available all day. We will provide afternoon snacks on Monday and Wednesday. There are also vending machines for snacks in the dorms.





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WEATHER & CLOTHING:

Please dress in a casual manner. Shorts and jeans are appropriate for the workshop. You may want to bring a light jacket for cool evenings, and a hat and sunscreen for our field trip. Be sure to bring hiking or tennis shoes. We will be going by boat to Portage Glacier on Thursday, so please bring a raincoat as well. Summer temperatures in Alaska can vary greatly, so please bring layered clothing, such as a light jacket or windbreaker. We suggest that you pack light, since there is a coin operated washer and dryer in your dormitory. Again, if you plan to do laundry, bring coins as it is sometimes difficult to get change when you need it and bring your own detergent as the general store is only open for specific hours.

We suggest that you bring one empty bag/duffle to take home all of the goodies that you will acquire while you are at the workshop.

Other things you may wish to bring include: mosquito repellent (they are BIG and plentiful in Alaska), Dramamine or ginger tablets if you need them for the boat trip, GPS if you have one with connection to your computer, and workout clothes (there is an exercise room available at the dorm). Do not forget the dorm is not a hotel, so you may also be interested in bringing: Kleenex, a large towel, an extra blanket, an alarm clock, an eye mask, etc.

TECHNOLOGY:

Wireless will be provided in the dorms and the Commons You would access wireless as a UAA Conference Guest. We ask that you bring a laptop with wireless capabilities, a flash drive for downloading presentations, and power supply. The meeting rooms will be arranging in round tables with a power supply at each table. We will have access to printing and copying services. We also ask that you bring a graphing calculator.

You will not want to miss out on photos, so bring your camera, and even your binoculars for the wonderful wildlife and the field trip to Portage Glacier.

PARTICIPATION & EXPECTATIONS:

The workshop leader will always consider each teacher's individual needs; however, the following requirements are intended to enhance both your learning and your subsequent teaching.





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Daily Participation – You must participate every day, typically from 8:00am – 4:30pm, for the duration of the workshop: **Monday June 22nd - 12noon Friday June 26th, as well as a Tuesday night planetarium show.** Please do not make any personal plans prior to noon on Friday! You must stay until noon, no exceptions. The end of the week is especially critical to designing and discussing the implementation of your 1-hour teacher professional development workshop, which is key to your role as an HEA.

We are also planning an off-campus Alaskan cookout at the home of Texas Gail Raymond on Wednesday night. We will sit around the fire pit and eat typical Alaskan foods. It should be a fun evening! This event is B.Y.O.B.

Develop a 1-hour Workshop Plan to present to educators in your state –These workshop agendas will be posted on our websites and made available to the general public. We will work with you to determine what your plans are for providing workshops to other educators next year. We will then write up contracts to fund your efforts training other educators on Heliophysics activities.

In return for your participation, you will receive a \$700 stipend after the completion of the workshop. We will be collecting your social security number during the workshop and processing your stipends after we return from Alaska. Please be patient as it may take up to 6 weeks for you to receive your stipend, but rest assured that your social security number will remain confidential.

SAFETY:

Please be aware that moose are a serious concern in Alaska. We ask that you be careful when exiting cars and buildings and that you keep a sharp lookout for moose especially at night. They are very fast and can charge from a distance without provocation. Do NOT approach a moose to take a picture! We will give you more Alaskan safety tips once the workshop commences.

COLLEGE CREDIT:

Do you need graduate credit in science? Upon completion of the workshop, three hours of graduate credit in science will be made available to you from Hampton University. Cost is approximately \$685. You can register during the workshop.





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SEND NOW IF YOU HAVE NOT ALREADY DONE SO!!!! We're currently developing a workshop website. A portion of the website will contain short bios and pictures of the participants and instructors. We have a very diverse group of participants this year and we are sure you will want to check them out before you arrive. Your bio and picture will be put into an interactive map that allows you to visually see where each participant comes from. The bio should tell us a little bit about you. Where you live, what you teach, how long you've been teaching, hobbies, anything you want us to know, etc. The bio should be at least 1 paragraph and no more than one page. **PLEASE SEND A SHORT BIO AND DIGITAL IMAGE OF YOURSELF NO LATER THAN JUNE 15TH TO:** darlene@ssl.berkeley.edu

We look forward to meeting all of you soon!

Sincerely,

Darlene Yan
Outreach Coordinator at UC Berkeley's Space Sciences Laboratory

and

Barbara Maggi
Outreach Director at Hampton University's Center for Atmospheric Sciences

ATTACHED:

UAA Large Campus Map – **PLEASE NOTE that Bragaw Street is now Elmore Street**
Directions and Map to UAA DORMS and Commons

