



# The University of Georgia

## Center for Continuing Education



## WELCOME!

### ■ WHILE YOU ARE AT THE GEORGIA CENTER

A **map of the Georgia Center** is printed on the back.

Your **name badge** identifies you as a conference participant and should be worn to all sessions, planned meals, and refreshment breaks.

The Georgia Center makes every effort to provide a safe and secure educational environment. *Please help us by securing your personal belongings at all times.*

**Program evaluations** are provided with your handout materials. Your thoughtful responses will help us to improve Georgia Center services and to plan future programs. **Collection boxes** for your completed evaluations are located inside of, or immediately outside of, your meeting room.

**Event managers can assist you during your event.** To contact the event manager on duty, go to the Business Center, stop by the hotel front desk, or call 583-0421. After 5:00 p.m. and on weekends, go to the hotel front desk or call 548-1311.

Our **Guest Services**, located in the main entrance foyer, can provide information about events and activities on campus and in the Athens area (dining, golfing, shopping, etc.).

Check out the **electronic kiosks** located throughout the building for Georgia Center and University of Georgia information.

### ■ THE GEORGIA CENTER HOTEL

**Checkout is at 11:00 a.m.** You may store your belongings with our Guest Services staff.

### ■ DINING AT THE GEORGIA CENTER

**Planned meals** for your event are served in the Banquet Area, located on the first floor.

The convenient and casual **Courtyard Café** is open Monday-Sunday from 6:30 a.m.–8:30 p.m.

The relaxed, yet elegant **Savannah Room** restaurant is open for lunch 11:30 a.m.–2:00 p.m., Monday-Friday, and for dinner 5:00–9:00 p.m., Monday-Saturday. A Sunday buffet is served from Noon–1:30 p.m. Reservations are suggested; call 542-6341. Beer, wine, and cocktails are available in the Savannah Room and through the **Lobby Bar**, which is open 5:00–9:00 p.m., Monday-Saturday.

### ■ THE BUSINESS CENTER

The Business Center, located on the second floor in **Room 280**, offers **general business supplies, access to e-mail/Internet, and photocopy/fax services.** Open Monday–Friday, 8:00 a.m.–5:00 p.m.

### ■ EXERCISE FACILITIES

Georgia Center Hotel guests are invited to use the **Fitness Center, Room 233.** It includes a variety of aerobic fitness equipment; open 5:30 a.m.–11:00 p.m., 7 days a week.

UGA's **Ramsey Student Center for Physical Activities** is available for your use as a conference participant. Take your Georgia Center conference name badge or hotel room key, a picture ID, and a towel. The fee is \$5.00 per day (towel service, an additional \$1.00).

UGA's **Spec Towns Track**, located one block from the Georgia Center and is open to the public when not in use for athletic practices or events.

### ■ KEEPING IN TOUCH

A **TTY phone** is located at the hotel desk.

**Phone messages** may be left for you with our hotel switchboard operator at **706-548-1311.** If you are a guest of our hotel, voice mail is also available on your hotel room phone.

**Mail** may be dropped in the mail drop box at the hotel front desk or in the postal boxes located outside the main entrance to the Georgia Center. Mail pickup is at 4:30 p.m., Monday-Friday. **Stamps** may be purchased from the stamp machine in the Guest Services foyer.

If you expect to receive an incoming fax, please have it directed to **706-583-0418.** You can pick up your fax in the Business Center, 8:00 a.m.–5:00 p.m., or at the hotel front desk, after 5:00 p.m.

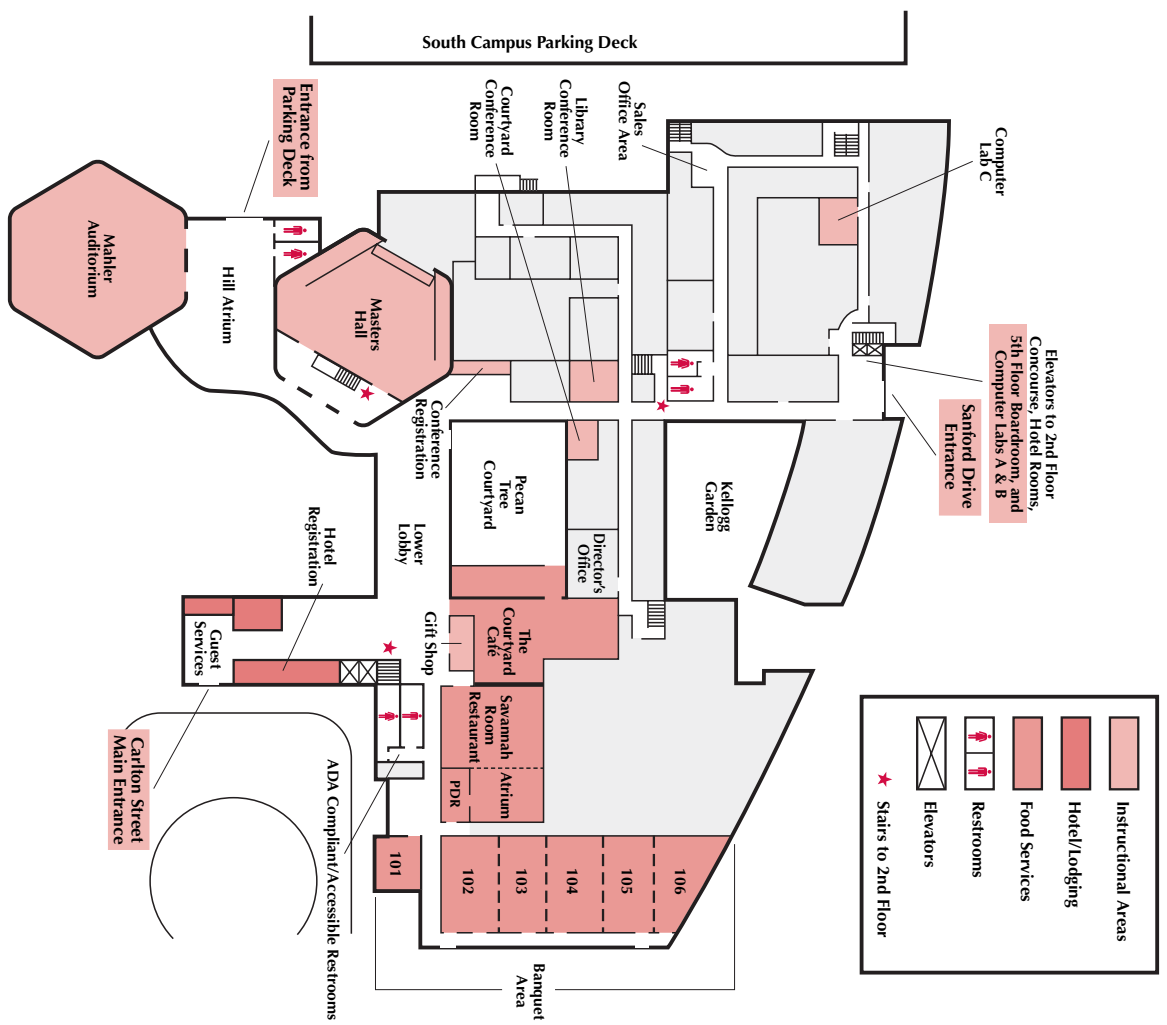
### ■ OTHER HELPFUL INFORMATION

The **Gift Shop**, located in the hotel lobby area, offers a wide selection of snacks, sundries, and unique gifts, especially for “Dawg fans.” When you return home, you can also shop in our Gift Shop via [www.gactr.uga.edu/giftshop/](http://www.gactr.uga.edu/giftshop/).

The **Lost and Found** service can be reached seven days a week from 9:00 a.m. to 4:00 p.m. at 706-542-6186.

**If you are interested in planning an event at the Georgia Center,** stop by our **Sales Office** in Suite 175 or call 706-542-2654.

FIRST FLOOR



SECOND FLOOR

