



**General Instructions
2011 Core Training Institute (CTI)**

Training Dates:

Energy and the Environment -- (GTT component):

Wednesday, July 13 (registration) through Friday, July 15, 2011

Session 1: Sunday, July 17 through Friday, July 29, 2011

Session 2: Sunday, July 31 through Friday, Aug. 12, 2011

Energy & Environment -- Registration/Opening Day-

Wednesday, July 13, 2011

Registration Location: RIT Inn and Conference Center
5257 West Henrietta Rd.
Rochester, NY 14602
Phone: 585-359-1800
Time: **2:00 – 5:00 p.m.**

Please report to the RIT Inn and Conference Center for verification of computer set-up and software installation and to check into the hotel on **Wednesday, July 13**.

Classes begin Thursday, July 14 and run from 8:00 a.m. to 5:00 p.m. and conclude on Friday, July 15 at approximately 2:00 p.m.

Session 1: Opening Day Registration -

Sunday, July 17, 2011

Registration Location: RIT Inn and Conference Center
5257 West Henrietta Rd.
Rochester, NY 14602
Phone: 585-359-1800
Time: **Noon – 5:00 p.m.**

Please report to the RIT Inn and Conference Center for verification of computer set-up and software installation and to check in the hotel.

Classes begin Monday, July 18 and run from 8:00 a.m. to 5:00 p.m. Monday through Friday. There are no weekend classes. Classes will conclude at the Friday, July 29 at approximately 12:30 p.m.

Return flights should not be scheduled before 2:00 p.m.

Session 2: **Opening Day Registration:**

Sunday, July 31, 2011

Registration Location: RIT Inn and Conference Center
5257 West Henrietta Rd.
Rochester, NY 14602
Phone: 585-359-1800
Time: **Noon – 5:00 p.m.**

Please report to the RIT Inn and Conference Center for verification of computer set-up and software installation and to check into the hotel.

Classes begin Monday, August 1 and run from 8:00 a.m. to 5:00 p.m. Monday through Friday. There are no weekend classes. Classes will conclude at the Friday, August 12 at approximately 12:30 p.m.

Return flights should not be scheduled before 2:00 p.m.

Registration Day expectations:

Please be sure to bring your laptop to the registration area. At registration you will address:

- ~ Laptop registration (enable use of internet on RIT network)
- ~ Verification of virus scanning ability and installation of critical updates
- ~ Verification of software installation
- ~ Printer and file sharing instructions

Housing:

All Core Training Institute (CTI) attendees and master teachers will be housed at the **RIT Inn and Conference Center**. Each attendee will have his/her own room. You will need to bring only your personal belongings and laptop. For directions to the Inn and a list of provided amenities go to <http://www.ritinn.com/>

Meal Card:

The University ID (UID) card is your meal card. All meals –including weekend meals, are included in the meal card allotment. An explanation of the meal options will be given at the orientation. UID cards will be found in your folders at registration.

Orientation Meeting:

For Session 1, Sunday, July 17 or Session 2, Sunday, July 31, there will be an orientation meeting for all attendees at the RIT Inn and Conference Center. This orientation will take place in the Henrietta Ballroom at 5 p.m. Your attendance at this meeting is required.

Dinner:

At 6 pm, following the orientation meeting, we will hold a welcome dinner for all attendees and master teachers. **For the GTT Energy & Environment attendees**, (registration on Wednesday, July 13) dinner is also scheduled for 6 p.m.

Classes:

GTT- E&E classes begin **Thursday, July 14**, 8 a.m. -5 p.m.

Session 1 classes begin on **Monday, July 18**, 8 a.m. – 5 p.m.

Session 2 classes begin on **Monday, August 1**- 8 a.m. – 5 p.m.

Additional class times are at the discretion of the instructors. **There are no scheduled classes on the weekends.** There are study rooms reserved for PLTW at the Inn. These rooms may be used for team meeting space and/or meeting with instructors. A list of available rooms will be announced at the orientation meeting.

Graduate Credit:

All PLTW courses (with the exception of E&E training) are eligible for **RIT Graduate Credit** www.pltw.rit.edu . The tuition cost is \$900/course—**payable by check only** before training ends. **If you are interested in graduate credit, please bring a check or money order with you made payable to Rochester Institute of Technology.**

Transportation:

Traveling to Rochester

If you are traveling by plane, you will arrive at the Greater Rochester International Airport. Upon arrival, please call the Inn at **585-359-1800** for airport pickup to the Inn. The RIT Inn and Conference Center will provide transportation to and from the airport at no charge.

If you are driving, there is ample parking at the Inn. Directions to the Inn are available at <http://www.ritinn.com/>

Traveling to campus each day:

Parking on the RIT campus requires a parking pass that will be distributed at registration. The parking pass you are issued is **not** a reserved parking pass. Parking tickets incurred will be the responsibility of the attendees.

It is **not** necessary to have a car while at Core Training Institute. While many attendees do drive each day to campus, we provide a twice daily **private shuttle service**. The shuttle will bring you to campus each morning and return you to the Inn in the evening in time for dinner. The shuttle schedule will be announced at orientation.

The RIT Inn Shuttle (different from the private shuttle) will take you to locations within a five (5) mile radius of the Inn. This radius includes Marketplace Mall and many restaurants. To schedule the hotel shuttle contact the Hotel front desk.

Miscellaneous:

There may be “downtime” between the completion of your registration process and the orientation meeting and dinner. Once you settle into your room, the Inn offers two pools, a weight room, and outdoor seating area for your convenience and all are complimentary. Petals restaurant and a specialty coffee area are located off the lobby. **Your University ID meal card**, however, **does not** go into effect until breakfast on (Session 1) Monday, July 18 and (Session 2) breakfast on Monday, August 1.

Dress:

Dress for CTI is casual and comfortable summer wear. July and August weather is usually hot. Most classrooms are air conditioned and some attendees may want to carry a sweater for comfort. Comfortable walking shoes are essential. If your course requires working in the machine shop (example POE), **you must wear closed-toe shoes** while in the machine shop.

GTT-Basic, E&E, CEA and EDD are courses that require presentations. Business casual attire is considered appropriate for these presentations- please plan accordingly.

Illnesses

If you become ill during training and cannot attend class, you must call into the main office at 585-475-2086 before the start of class. Attendance is taken daily and you are required to receive 80 hours of instruction.

Final day:

The last day of **Session 1 is Friday, July 29** and for **Session 2** the last day is **Friday, August 12**. Classes end at approximately 12:30 p.m. Following class there is a closing ceremony where Certificates of Completion and PLTW shirts are distributed.

GTT E&E class does not follow this schedule.

Return Flights:

Please make every effort to schedule return flights after 2:00 p.m. It is necessary to arrive at the airport at least 90 minutes before your flight.

Arrangements for the Inn shuttle to take you to the airport must be made **in advance** with the front desk. If you wish to depart from campus, it will be necessary for you make special arrangements with the Inn or arrange for a cab pickup.

The RIT/Project Lead The Way staff looks forward to your arrival and assisting you during your stay at RIT. If you have any questions, please call us at 585-475-2086.