



General Instructions
2012 Winter Training Institute

Training Dates:

Friday, January 20 through Sunday, January 29, 2012

Courses offered: Introduction to Engineering Design, Principles of Engineering and Digital Electronics

Registration Checklist – Registration is complete when all items are done:

- Pass pre-assessment test with 75% or better. www.pltw.org/moodle (login- Core Training-Engineering Core Training Pre-assessments)
- Registration form submitted– <http://extranet.pltw.org/>
- Laptop registration process completed and report submitted. (www.rit.edu/pltw).
- **Installation of software completed**
- Authorization form – e-mailed or faxed (only non-BOCES, out-of-State or NY State city/district attendees). Others will receive paperwork directly from BOCES.

Registration Day:

Friday, January 20, 2012

Registration Location: RIT Inn and Conference Center
5257 West Henrietta Rd.
Rochester, NY 14602-0551
Phone: 585-359-1800
Time: 4:00 P.M.

Please report to the RIT Inn and Conference Center for computer network set-up, and hotel accommodations-directions to the Inn can be found at: <http://www.ritinn.com/>

Classes begin Saturday, January 21, 2012 at 8 a.m.
Classes will conclude at approximately 2 pm. on Sunday, January 29, 2012.

Return flights should not be scheduled before 4:00 PM.

Registration Day expectations:

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

- ~ Laptop connection to RIT network
- ~ Verification of virus scanning ability and installation of critical updates
- ~ Printer and file sharing instructions

Software must be installed before arrival at RIT. No software will be installed at RIT.

Laptop registration Instructions:

In order for you to use the RIT network while at training, you must follow the instructions on our RIT website: www.rit.edu/pltw . Click on the red area on the left hand side of the page and complete the steps for Laptop Registration and submit the report before you come for training.

Ensuring that your laptop meets these requirements ahead of time will greatly reduce the length of time required for the registration process.

Minimum Laptop Requirements:

These specs should be used to see if current equipment can run the software during training.

- Intel Pentium® or AMD Athlon Processor 2.4GH or better
- 30GB Free (minimum install) Hard Drive Space
- 2 GB RAM
- 2-4 Gigs Virtual Memory Space
- Windows XP Pro with Service Pack 3 operating system
- Wireless network card
- External mouse (highly recommended)

Housing:

All Winter Training Institute attendees 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/>

University ID / Meal Card:

The University ID card is your meal card. The UID holds “Tiger Bucks” which is accepted as cash at all campus food venues and vending machines. Tiger Bucks are also accepted at some area restaurants. All meals including weekend meals are included in the meal card allotment. An explanation of the meal options will be given at the orientation and a list of off-campus restaurants will be in your registration packet.

Orientation and Dinner:

There will be an orientation meeting for all attendees at the RIT Inn and Conference Center at 6 p.m. Your attendance is **required**.

Following the orientation, we will hold a welcome buffet dinner for all attendees and master teachers.

Classes:

All classes begin on **Saturday, January 21, 2012 at 8 a.m. IED and POE and DE** classes will **all** take place on campus in Building 78 (CIMS). Classes will run nine consecutive days. (**including** weekend days from 8 a.m. to 5 p.m.)

At the Inn there are extra rooms reserved for evening work sessions. These rooms will be announced at the orientation meeting.

At the conclusion of the classes a Certificate of Completion will be awarded.

Graduate Credit:

All PLTW Winter courses are eligible for **RIT Graduate Credit**. The tuition cost is \$900/course—**payable by check only** before training ends. If you are interested in graduate credit, ensure you have a check with you. Specific course requirements will be distributed in the classroom.

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 provides 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 pass must be hanging from the **rear view mirror at all times**. The parking pass you receive is valid only in **non-reserved** visitors and general parking areas. The parking pass you are issued is **not** a reserved parking pass. Parking tickets incurred will be the responsibility of the attendees.

Rental Car:

It is not necessary to have a car while at Winter Training. While many attendees do drive each day to campus, we provide a twice daily private shuttle service. The shuttle will take you to campus each morning (7:30 a.m.) and return you to the Inn in the evening (5:15 p.m.). The shuttle schedule will be reviewed at orientation.

The RIT Inn Shuttle is available to take you to locations within a five (5) mile radius of the hotel. This radius includes Marketplace Mall and many local restaurants. However, NOT ALL restaurants accept the Tiger Bucks/University ID card as payment. A list of participating restaurants will be in the packet you receive at registration.

To schedule the RIT Inn Shuttle, stop at or call the Hotel front desk.

Dress:

January weather is usually snowy with very cold temperatures. Warm clothes and appropriate outerwear (coat, hat, and gloves, outdoor footwear) are essential. Most food venues are NOT located in the same building as your classrooms. You will be walking outside for a short distance (2-3 minutes for Crossroads). Dress for class is “warm” and comfortable.

RIT Office Contact number:

While you are in training at RIT, you can give the PLTW office phone number to family members for emergency situations: 585-475-2086. The office is staffed Monday through Friday from 7:30 a.m. to 5:00 p.m.

Illnesses:

If you become ill during training and cannot attend class, you must call into the main office at 585-475-4744 (Bonnie's phone) 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 class is **Sunday, January 29**. Classes end at approx. 2 p.m. At the conclusion of class, Certificates of Completion and PLTW shirts will be distributed. Please make every effort to schedule return flights after 4:00 p.m. It is necessary to arrive at the airport at least 90 minutes before your flight. Close of session procedures will be discussed on Saturday, January 28.

The RIT/Project Lead The Way staff looks forward to your arrival and assisting you during your stay at RIT. Please take the time to review all of the STI information located on our website www.rit.edu/pltw. If you have any questions, please call us at 585-475-2086.