

# EXAMINER CHECKLIST

- Wear business professional attire and name tags to all ABA functions and exams.
- Turn off cell phone prior to exams.
- Do not use any electronic devices during an exam.
- Make sure you are in your exam room no later than 10 minutes prior to the start of the exam.

## EXAMINER LOGISTICS



**Sunday Reception:** Hyatt House Hotel

**Breakfast:** Hyatt House Hotel

**Lunch:** Town Hall

**Tuesday Networking Event:** Level 7 Rooftop Bar at 5:30 p.m.

Your final confirmation email will provide additional details.

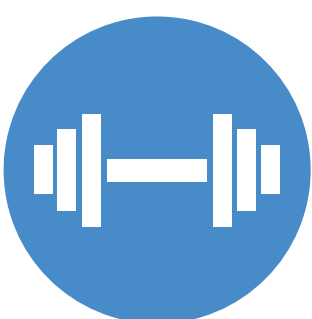


**Hyatt House Wi-Fi:** Find “Hyatt” wireless network and open your browser. Enter your last name and room number OR select “Conference Code” and enter “HH0771”.

**Thursday:** Bring your luggage to the ABA office in the morning and leave it in the coat room.

**Return all iPads and name tags before leaving.**

**Bus/shuttle will leave around 3:45 p.m.**  
(approximately 20-minute drive to RDU)



**Hotel fitness center (lobby level) available 24 hours/day** with a guestroom key.

**Fitness Connection gym** also available to examiners. Please mention you are with the ABA (nine minute walk across Six Forks Road).



**An Expense Reimbursement Request will be completed** for you. Please see the meeting planning staff if you have any questions.