

May 2, 2017

Dear Teachers, Counselors, Attendees,

Thank you for registering for Future Building 2017.

With **2 weeks to go** before the event, we have additional information we wanted to share you as well as remind you of a few important details.

WHERE IS THE EVENT?

Future Building will take place in **Hall 2** at the **EY Centre** in Ottawa located at 4899 Uplands Drive, just east of the Ottawa International Airport.

ELECTRONIC DEVICES & BACKPACKS

For safety reasons, the use of electronic devices with ear buds/headphones on the show floor in demonstration areas is prohibited. Devices may be used for pictures and social media.

Encourage your students to leave their backpacks on the bus. There are no storage lockers on site.

ARRIVING BY BUS.....

Upon arrival your bus will be greeted by one of our staff who will direct you to proceed through the toll gate and proceed to the east end of the building where you will disembark at the front doors.

Students will be directed to **Hall 1** where they will pick up a wrist band and be directed to an orientation area to watch a short video about the event.

BUS PARKING

Please ensure your bus is well marked with the name of your school clearly displayed. Busses will be parked in the parking lot on the east side of the grounds.

Busses must be parked in designated areas and are not allowed to sit curb side. If a bus is left at the curb unattended it will be towed. This is a fire route that is strictly monitored.

EXHIBIT FLOOR

The show floor is divided into 2 “Zones”, “A” and “B”.

To create an even flow, your students will be directed to their starting zone following their orientation. Visit the OCS Information Booth for more information about the event.

Food & Beverages

Food service will be available daily and is located in Hall 2. Students will be able to purchase a variety of lunch items, snacks and beverages. **There is no food or drink allowed on the show floor.** Please eat in the designated areas. Students may also bring their own lunch and use the designated eating areas.

The snack bar is operated by a third party and the Ontario Construction Secretariat has no control over these costs.

SURVEYS *(Student and Teacher)*

We are always looking for feedback to ensure the OCS continues to provide an informative, engaging and learning experience for our guests. Please visit the OCS Information Booth during your visit to complete the short survey.

PHOTOGRAPHS, VIDEOS & SOCIAL MEDIA

During the event, OCS staff will be taking photographs and videos that will be used for social media, website content, reports and promotional materials for future shows. If you have a student who cannot have their picture taken please make them aware of this and ask them to identify themselves if approached by one of our photographers.

There may also be members of the media (print, radio, television) present over the course of the three day event. They generally ask for permission if they are going to take a photo or conduct an interview.

If you use Social Media, please participate in the discussion by using #futurebuildingON

Visit the following links to “Like” us on Facebook, “Follow” us on Twitter and Instagram and help us promote Future Building by posting your photos and sharing your experience. Stop by the OCS Information Booth for some creative photo opportunities and to see what others are saying about the event.

Facebook – Future Building: <https://www.facebook.com/FutureBuildingExpo/>

Facebook – OCS: <https://www.facebook.com/OCS.KnowledgeToBuildOn/>

Twitter – OCS: <https://twitter.com/OntConstSec>

Instagram: <https://www.instagram.com/futurebuildingon/?hl=en>

LEAVING THE EVENT

We ask that you do your best to respect the 2 hour time frame for your visit and have your class leave the floor at the appropriate time.

When you arrive at Future Building please ensure that your students know the following:

What time are you departing?

Where are you meeting prior to your departure?

We don't have the ability to make any announcements at the EY Centre, prior to your departure, please do a head count to make sure you have **all** of your students!

The Exit is located at the front of Hall 2 (main exhibit area).

Thank you and if you have any questions or require any further information please contact:

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