

Two-Day, In-Person Workshop Information

Date and Time

- This training event will take place from **8:30 am – 3:30 pm Central Daylight Time (CDT)** on **Thursday, June 5** and **Friday, June 6, 2025**.
- Registration will begin at 8:00 am CDT. You will not be able to register prior to 8:00 am. The program will begin promptly at 8:30 am, so please give yourself plenty of time to park, find the building, register, and be seated by the 8:30 start time.
- We will end each day by 3:30 pm.

Event Location & Parking

- Both days of the in-person workshop will take place in Room 101 of the Ned McWherter Learning Resources Center (LRC). The LRC is location C4 on the attached map. You can also access an interactive campus map here: [Campus Map | Middle Tennessee State University](#).
- Parking will be free if you follow the directions for parking below under “Parking for Participants” below.

Materials

- The cost of a complete set of teacher and student materials was included in your registration. You will pick up your materials on Thursday, June 5 when you register.

Meals and Refreshments

- The cost of meals for both Thursday, June 5 and Friday, June 6 was included in your registration fee. We will break for lunch between 11:30 am and 12:00 pm each day. Lunch will be provided on-site. Vegetarian and vegan options will be available both days.
- Other than the catered lunch, we will not be providing any additional snacks or refreshments. Therefore, you may wish to bring your own snacks, water, etc.
- Additionally, please note that the LRC has a vending machine on the first floor; however, there is no coffee or tea station. Feel free to bring your favorite morning beverage with you!

Certificate of Attendance

- Each attendee will receive a certificate of attendance via email by June 20, 2025. All participants will be **required to sign in for the morning and afternoon session each day**, and the number of attendance hours listed on certificates will be based on sign-in sheets at the registration table.
- The maximum number of attendance hours for this training is 12 (six hours of content on Thursday, June 5 + six hours of content on Friday, June 6).

Parking

- Parking will be free to you *if you use the links below*. **If you encounter any problems obtaining your visitor pass, please get in touch with Parking Services at 615.898.2850.**
- To download a parking pass up to 2 weeks before the event date, click on the following links:
 - [Parking Permit for June 5, 2025 Word Connections Training](#)
 - [Parking Permit for June 6, 2025 Word Connections Training](#)

******* Your school's technical services may be blocking the mtsu.t2hosted.com URL. If you open the link and it won't connect, contact your school's IT department to request they unblock it on their firewall. Alternatively, download/print your parking permit on another network, such as your residence.*******

- Only one permit per account is allowed.
- Select Create Guest Account (or go to your previously established account) Complete the process, and your electronic pass will be sent to you by email
- Download and print your parking pass and place it on your car dashboard before you arrive on campus. **CEM staff/offices will not print passes.**
 - **GPS Address for suggested parking areas:** 1753 Blue Raider Dr., Murfreesboro, TN
 - **GPS Address to LRC:** 1558 Military Memorial Blvd
- Attached is a link to the MTSU campus map showing the closest parking lots to the LRC.
- We recommend you use one of these two entrances:
 - enter from East Main Street onto Old Main Circle veering right which turns into Alumni Drive or
 - from Rutherford Blvd onto MTSU Blvd. Signage leading to conference parking lots will be in place from these two entrances only.
- Follow the signs that say "LRC Event Parking" to get to the conference parking lots.
- With your parking permit, you can park in any parking space that is not handicapped, reserved, metered, or a tow zone. However, we recommend parking in the two lots that are closest to the LRC, which are highlighted on the map.
 - Bragg Comm
- CEM/COE will not be accountable for parking tickets received. It is the participants' responsibility to follow parking guidelines.
- LRC signage will also be placed along sidewalks leading from these suggested parking lots to the LRC building. Follow the signs that say "LRC".
- Signs will be throughout the building, leading participants to LRC 101, where the conference will be held.