



## ***Frequently Asked Questions***

### ***General Inquiries and Urgent Issues***

You can always visit the SECSAO Conference Website. If you are viewing a physical copy of this FAQ, scan the QR code on your nametag to access the website, or type “Kennesaw SECSAO” into your search bar and it should be the first search result.

Need something specific or urgent? Contact Dr. Cara Ray at 470-208-4643. Call or text anytime during SECSAO!

### ***Conference Overview by Day***

#### **I want details about Monday evening!**

Our first event is our Presidential welcome at the KSU Convocation Center with KSU President Kathy Schwaig to speak at 5:45. Buses depart the Embassy Suites at approximately 5:15. If you are staying elsewhere, please meet us at the Embassy Suites to catch the bus for the quick trip over to campus. If you choose to drive yourself to campus, parking has been set aside in the East Deck [please refer to parking map].

#### **I need Tuesday meeting details.**

All meetings are on campus in our Carmichael Student Center (see enclosed map). Bus pick-up begins at 8 am at the Embassy Suites, if you would like to come to campus early. The shuttle will run until a last AM pickup at approximately 9:15. If you are staying elsewhere, you can park at the Embassy Suites for free and catch the shuttle. If you intend to drive yourself to campus, parking has been reserved in Visitor Lot A; read on for further instructions about our parking code. Parking is very limited, though, so we do recommend utilizing our shuttle.

#### **What are we doing Tuesday Evening?**

Our Dinner and Social will be held at Horned Owl Brewing just minutes from campus. Drink tickets will be provided at the door for Horned Owl’s beers and seltzers, brewed in-house. And of course our menu is Taco Tuesday!

Bus pick-up begins at 5:00 at the Embassy Suites. If you are staying elsewhere, you can park at the Embassy Suites for free and catch the shuttle. If you intend to drive yourself to the Tuesday evening event, there is limited parking available at Horned Owl. The brewery is located at 2765 S Main Street in Kennesaw.

#### **Finally, what about Wednesday?**

We’ve made Wednesday super-easy. All meetings are at the Embassy Suites. Coffee and light snacks are provided and a boxed lunch will be available as you leave. Embassy Suites check-out is at noon and we will be finished in time for you to check out after the morning session. If you are staying elsewhere, you may park at the Embassy Suites at no charge.

## ***Logistical Information***

### **When will I get my nametag and packet?**

We will have a welcome table at our hotel of choice, the Embassy Suites, on Monday from 12 pm to 4 pm. If we don't see you until Monday evening's event or Tuesday morning, we will have your conference packets for you there.

### **Where do I park?**

If you are staying at our hotel of choice, the Embassy Suites, parking is free for SECSAO guests. If you are staying elsewhere, you are always encouraged to park at the Embassy Suites free of charge and take our shuttle bus to the various conference events. Limited parking is available on campus as well.

Monday Night Parking: East Deck will have spaces set aside for you.

Tuesday Daytime Parking: Shuttling is preferred, but if you must drive to campus, please park in Visitor Lot A. The coupon code is 17849AAA . Please note that this code does not work with pay by phone or any third-party apps (i.e. it does NOT work with Park Mobile app). If a pay station is not functional, please contact TalonONE immediately at 470-578-8663 or Cara Ray at 470-208-4643. Full Instructions on how to use the pay machines in the visitor lots are on page 4 of this document.

Tuesday Night Parking: Limited Parking available at Horned Owl Brewery, 2765 S. Main Street, Kennesaw.

Wednesday: Please park at Embassy Suites.

### **How do I get to all the meetings and dinners?**

Shuttles will run between the Embassy Suites and conference events. Times are noted in the attached schedule. You will easily spot our branded Big Owl Bus at the hotel!

### **I missed the shuttle!**

First, contact Cara Ray at 470-208-4643 if you are stranded.

Uber and Lyft are both active in the area if you would like to take advantage of that type of service to explore Kennesaw or to venture out in the evenings after our scheduled events.

## ***Accessibility Information***

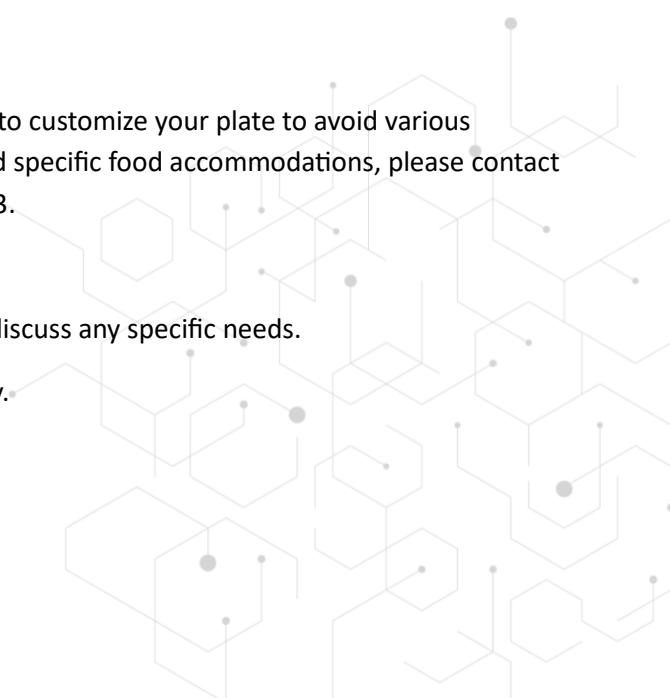
### **I have a food accommodation need.**

All menus have been chosen to include vegetarian options and options to customize your plate to avoid various ingredients. Menus are listed below in the "I Need" section. If you need specific food accommodations, please contact conference planner Cara Ray at [cray63@kennesaw.edu](mailto:cray63@kennesaw.edu) or 470-208-4643.

### **I have an accessibility concern.**

Please contact Cara Ray at 470-208-4643 or [cray63@kennesaw.edu](mailto:cray63@kennesaw.edu) to discuss any specific needs.

A golf cart will be provided for those needing a ride to lunch on Tuesday.



## ***I Need . . .***

### **I need WiFi!**

On campus, you can log into the KSU guest wifi: KSU Guest; password: kennesaw. See folder insert for full instructions.

### **I need a quiet place to take a call or focus for a minute!**

On Tuesday, Carmichael Student Center Room 372 has been reserved all day. Go to the elevator across from the University Rooms, proceed to the third floor, and the room is across the hall from the elevator.

If this room is occupied by another delegate and you need a private space, text Cara Ray at 470-208-4643 and an office will be found for you in Carmichael.

### **I need caffeine or a snack.**

On Monday, coffee service will be provided in the morning.

Starbucks is located in Carmichael very near the University Rooms. You can GrubHub for faster pickup.

Our Carmichael Food Court also offers Moe's, Chick-Fil-A, Panda Express, Jamba Juice, and Sushi.

At the far end of Carmichael, you will find the Marketplace, with snacks and drinks.

There is also vending located conveniently near the University Rooms. Don't forget to recycle while you donate to our CARE Services by using the Reverse Vending Machine outside the University Rooms!

### **I need a convenience item, I forgot a charger/cord, and so forth.**

Visit our Bookstore upstairs in Carmichael.

### **I need KSU swag to take home.**

Again, the Bookstore is directly upstairs and can help you with a wide variety of KSU merchandise.

### **I need to send a package.**

Visit our Mailroom on the first floor of Carmichael.

### **I need info about meals.**

- Monday night we will have a reception in the President's Box in the KSU Convocation Center. Beer, wine, tea, and lemonade are provided. The menu consists of various heavy hors d'oeuvres.
- A hot breakfast is provided at the Embassy Suites.
- Coffee will be available Tuesday and Wednesday mornings at the meeting locations.
- Breakfast snacks will also be provided Wednesday morning.
- Lunch Tuesday features pasta and will be held at the Zuckerman Art Museum just a brief walk away from the Carmichael Student Center.
- Dinner Tuesday features a taco buffet as well as locally brewed beer, seltzer, tea, and lemonade.
- On Wednesday, box lunches will be available for you to take with you as you leave.

## **HELP!**

Need something specific or urgent? Contact Dr. Cara Ray at 470-208-4643. Call or text anytime during SECSAO!

# PARKING COUPON CODE INSTRUCTIONS

Please complete these steps at the physical pay station in the visitor parking area. The Park Mobile app is not available for this process.

1. ENTER VEHICLE LICENSE PLATE NUMBER

**ABC 1234**

[Cancel] to Delete  
[OK] to Continue

2. SELECT AMOUNT OF TIME NEEDED TO PARK

(Select option 5 on the first screen for more time)

License Plate (Example): **ABC1234**  
Press Number on Keypad to Select:

1. Up to 30 Minutes
2. 31 Mins – 1 Hour
3. 1 – 2 Hours
4. 2 – 3 Hours
5. 3 – 4 Hours

For More Options, Press 8

3. PRESS THE “C” BUTTON ON THE PAY STATION



4. ENTER COUPON NUMBER OR TEXT

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5. PRINT RECEIPT FOR YOUR RECORDS  
(Example Receipt)

Rate: 1 – 2 Hours  
License Plate: ABC1234

Parking Expires:  
Monday, July 30, 2030, 00:00 AM

Amount Due: **\$0.00**

**TALONONE**  
SERVICE CENTER

If you need assistance,  
please contact the Talon  
One Service Center at  
**(470) 578-8663 (T-ONE)**