



## FLORIDA COOPERATIVE EXTENSION SUMMIT

Dear Summit Attendees,

We're looking forward to welcoming you soon! As you prepare for your arrival, please take a few minutes to review the important information below to help ensure a smooth and enjoyable summit experience.

### Parking & Reimbursement

Each hotel will provide a parking discount code for the property where you are staying. This code will be shared upon arrival at your hotel.

#### **Important reminder:**

When paying for parking, you must enter the correct email address to receive your electronic parking receipt. This receipt is required for reimbursement and missing or incorrect emails may prevent processing. **\*\*there will be no receipts printed\*\***

The Sheraton parking is for hotel guests and has limited extra spaces. There will be shuttles available from each overflow hotel, and you are highly encouraged to use the free shuttle. Please note, there is Sand Key Park near the Sheraton; however, it does close at dusk (*you must be out at dusk or be towed at your own expense*), and it costs \$5.

### Guest Information

Some attendees have opted to bring a guest.

**Please note:** Only guests who were registered during attendee registration are permitted to attend:

- The Welcome Reception on Sunday
- The Banquet on Tuesday evening

Guests who were not registered in advance will not be able to attend these events due to capacity limitations. No exceptions.

For guest dining outside of summit-hosted meals:

- On-site food is available at Main Stay Tavern, which offers a family-friendly menu.



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- The Summit website includes a [curated list](#) of dining options near the hotel.
- The [Jolly Trolley](#) provides easy transportation into town for additional dining and exploring.

### Dining at the Summit – A New Experience

Dining this year will look a little different than in the past experiences. We've intentionally designed a unique, relaxed, and flexible networking and dining experience to give you options that fit your preferences.

Items to note:

- Name tags are required at all buffet locations so our team can easily identify registered summit attendees.
- Tuesday evening will follow a traditional banquet format.

### **Breakfast Options** (*choose one*)

These options are designed for a low-key, no-stress breakfast if you prefer to dine independently.

### Floors 2–8 from 6-8 AM

Each morning, you'll have access to a mini breakfast buffet on your floor, featuring:

- Coffee, tea, juices, and water
- Fresh fruit
- House-baked items
- Assorted cereals and yogurts

### Main Floor (Rusty's Restaurant):

A full breakfast and lunch buffet will be available. After selecting your meal, you're invited to enjoy casual networking areas:

- Under the beach tent
- At tables on the green space
- Poolside
- Within Rusty's Restaurant

### Lunch

Lunch buffets will also be offered in separate locations around the hotel for easy access.



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### Photography & Professional Headshots

A professional photographer will be on site during the summit to capture event moments and offer optional headshots for attendees.

Headshot Availability (Tuesday Only):

- 9:00 a.m. – 1:30 p.m.
- 2:30 p.m. – 4:30 p.m.

This is a great opportunity to update your professional photo—*no headshots will be offered outside of these times.*

### Registration Reminder

- There will be no on-site registration
- No exceptions can be made, as the summit is at maximum capacity

### A Few Final Notes

- Please bring and wear your name badge throughout the summit—it's essential for meals and access to summit spaces.
- Plan for a mix of indoor and outdoor settings; comfortable, weather-appropriate attire is encouraged.
- You will be asked to leave a credit card on file upon hotel check-in, which covers incidentals. There will be a temporary hold, and if unused, reimbursement occurs after check-out.
- If you have questions or run into any issues on arrival, summit staff will be clearly identified and happy to assist.



**FLORIDA COOPERATIVE  
EXTENSION SUMMIT**

Cvent App:

Your agenda and information will be in the Cvent App.

- You will need to register
- Search for Florida Cooperative Extension Summit
- This is a full-service app. Can be used to search for:
  - Agenda
  - Attendees
  - Event map

The following code will lead you to the app:



We look forward to seeing you soon!