



Registration Questions

Q. How do I register for the conference?

A. Start by completing [this](#) information form. You will be contacted by [Stephanie Starnes](#) to complete your registration.

NOTE: Attendees must ensure that attendance and acceptance of gratuities at the event does not violate their employer policies or the laws of their jurisdiction. Additionally, attendees confirm that they have received all authorizations and approvals required by their employer to attend this event and to receive gratuities.

Q. I'm having trouble registering. How can I get assistance?

A. If you have questions about the registration process, conference details or general questions, contact [Stephanie Starnes](#).

Q. How much does it cost to attend the conference?

A. There is no fee to attend the conference. In addition to presentations, you will also receive continental breakfast and lunch on both days. Dinner will be provided on Wednesday night.

Travel costs are not included (e.g., airfare, car rental, ground transportation, hotel). Attendees are responsible for their own travel expenses.

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Q. What if I have to cancel my registration?

A. If your plans change and you are unable to attend, please contact [Stephanie Starnes](#).

General Questions

Q. Where is the conference being held?

A. The conference will take place at our Annapolis, Maryland office. The address is:

2551 Riva Road, Building 6
Annapolis, MD 21401
(410-266-4700)

When you arrive, sign in at the lobby registration table. You'll need to note any electronic equipment you're bringing into the facility such as laptops, tablets, iPads or cell phones.

Q. When is the conference taking place?

A. The Rail Systems User Group Conference will be held on April 15 and 16, 2020.

Q. What should I bring?

A. We will provide all the presentation materials for viewing and downloading. You'll need an unzip utility and a PDF viewer to access the files. You can use PDF commenting tools to take notes on the PDFs on your device. A laptop, tablet or pen and notebook are all you need.

Q. What is conference attire?

A. The attire during the conference is business casual. The conference rooms can be chilly so bring a sweater or blazer.

Q. What time do the sessions begin/end?

A. Typically, the continental breakfast is served both Wednesday and Thursday from 8:00 a.m. to 8:30 a.m. A detailed conference agenda will be provided with your welcome materials.

Q. Are meals provided?

A. Breakfast and lunch will be provided both days as well as dinner on Wednesday evening. The company's cafeteria is located near the conference facilities. If your corporate policy does not permit you to accept the conference meals, you are welcome to visit our cafeteria. If you

would like to attend the dinner and need to pay for your own meal, please let us know when you are contacted to complete your registration, to make those arrangements.

NOTE: Attendees must ensure that attendance and acceptance of gratuities at the event does not violate their employer policies or the laws of their jurisdiction. Additionally, attendees confirm that they have received all authorizations and approvals required by their employer to attend this event and to receive gratuities.

Travel Questions

Q. If I'm flying, what airport should I fly into?

A. The Collins Aerospace Annapolis location is served most conveniently by these airports:

- Baltimore-Washington International Airport (BWI)
- Ronald Reagan Washington National Airport (DCA)

Q. If I'm driving, what address should I use in my GPS?

A. The address for driving directions using a GPS or Google Maps is:

2551 Riva Road
Annapolis, MD 21401

Q. What hotel should I stay at?

A. There are several hotels within walking distance to the conference. Updated rates and Collins Aerospace company rates will be provided soon.

Hotel Name	Address
Courtyard Annapolis	2559 Riva Road
Crowne Plaza Annapolis	173 Jennifer Road
Doubletree Hotel Annapolis	210 Holiday Court
Hampton Inn & Suites Annapolis	124 Womack Drive

Hilton Garden Inn Annapolis	305 Harry S. Truman Parkway
Residence Inn Annapolis	170 Admiral Cochrane Drive
Springhill Suites Annapolis	189 Admiral Cochrane Drive

Q. What should I know about the Annapolis area?

A. Annapolis is a wonderful city to visit so consider spending an extra day to enjoy. Check out [what to do in Annapolis](#) during your stay.

Still have more questions? Contact Stephanie Starnes at Stephanie.starnes@collins.com.