



TEAMSMARTS

logistics

THURSDAY– SUNDAY, November 6 – 9, 2014

This information will help you prepare for TeamSmarts: directions, what to bring, food/clean-up matters, beginning and ending times, etc. Please read so that there will be no surprises, and bring a copy of the Covert Processes article plus your personal Case Study. Supplementary reading will be available at the event via Internet, so you may wish to bring a tablet, iPad, laptop or eReader.

REGISTRATION OPENS AT 81 PUFFIN LANE, WATSONVILLE, CA AT 4:00.

DIRECTIONS AND PARKING

Please place a parking pass on your dash for the duration: you can pick these up in the houses. Directions: <http://pajaroaldunes.com/guide/maps.html>

We recommend taking 101 South to the CA-129 West exit towards Watsonville. CA-129 becomes Riverside Drive. Follow Riverside Drive until it ends, and turn right onto Lee Road, followed by a quick left onto West Beach Street. Near the end, take the LEFT fork and turn left to the Pajaro Dunes gate house. Registration will be at House 81, from

4:00-5:00. Jay has no sense of direction and (while happy to chat) will not be very helpful if you are lost.



Unless you receive a subsequent communication otherwise from us, we will be meeting first in House 81 and you'll want to come directly there to register and pick up keys. Please ignore instructions to proceed elsewhere: the gatehouse gets confused quite frequently. We'll enter the other houses after registering.

For **Thursday's potluck**, our community includes people with **wheat, gluten, dairy, nut** and **mustard** sensitivities. Please either avoid these ingredients, or failing that, label items that include them.

THE CONFERENCE SITE

You may park on the street outside of 81 Puffin Lane; 72 Puffin is a few doors down and across the street.

OUR HOUSES

We will all be staying in 72 and 81 Puffin Lane. House 81 will open at 4:00 pm, ours through Sunday. If you arrive early, you might check with the gatehouse if the houses are ready. If not, Watsonville is just three miles away and the gatehouse can direct you either there, or to the beach.

We will begin with a full community session in House 81, and then return to our houses to attend our first workgroup meetings. **All bathrooms, meeting rooms and outdoor areas are community spaces.** We will be 20 people in two workgroups, sharing the spaces. Normally we encourage you to choose your own bedrooms: because these two houses are a bit quirky, this year we have assigned some of the rooms. Each house will belong to one group that will meet and host meals there. We expect enough beds for everyone to have their own. We will, however, be sharing rooms, so those who arrive on the earlier side have first pick of beds.

SCHEDULE

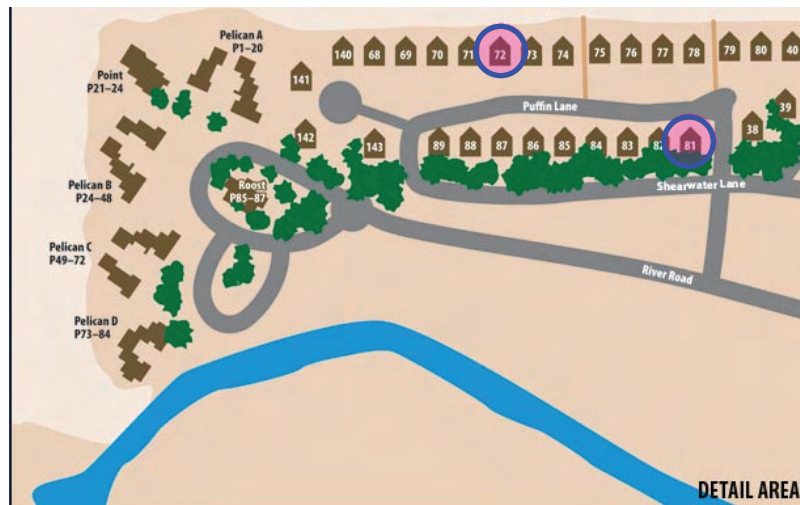
Feel free to arrive early to take a walk on the beach, enjoy the beautiful surroundings and relax. We'll have a community session and eat dinner upon arrival; Thursday evening will also see our 1st workgroups. Each day, breakfast will be as-can in your houses, with sessions sometimes beginning as early as 8:30 am, and the last workgroups ending as late as 10:00pm. There will be breaks throughout the day for self-care, meetings in small groups or in community: we meet after dinner to make room for a longer break in the afternoon.

TELEPHONES

Please know that the phones in our houses ring directly into our meeting rooms. Calls to Pajaro Dunes during the conference should therefore be in case of emergencies, only. Cell phones work, mostly, but reception can require you to wander a bit. Wifi is slow: you may want to tell colleagues that you'll be unavailable.

PAYMENT

Please come prepared to pay any balance due, or make other arrangements in advance. With apologies, **we cannot accept credit cards on site**, but cash, personal checks or money orders made out to "Cross-Cultural Communications, Inc." are fine. I (Erin) will be aware of individual balances due at the registration table.



WHAT TO PACK

- :: **Dress is strictly casual.** Really.
- :: **Please bring layers.** Warm days are common, cold nights are guaranteed. Can be rainy.
- :: **Travel alarm.** Workgroups will start after breakfast, and go until well after dinner, with breaks.
- :: **Bring your learning goals and journal.** Wherever you've written learning goals, bring them please.
- :: **Bring a flashlight.** An iPhone or Android app would be fine. The paths between the houses are narrow; while the houses are close together, we will likely be walking in the dark at dinner time and after.
- :: **Sheets, linens, coffee maker, dishwasher, washer and dryer** are provided in each house.
- :: If you have special dietary needs or a favorite food, please do take care of yourself. Feel free to label those items, too: there is no obligation to share unless you are able to, or want to.

MEALS

Breakfasts will be self-serve: bagels, fruit, cereal, milk and milk substitute, eggs, coffee and tea will be provided in each house. We will lay out lunches quickly and cook slightly more elaborate dinners. Groups will rotate cooking lunches and dinners for one another, each cooking a dinner and then a lunch. 3-4 people should be responsible for cooking each meal; **the whole community (except for the cooks) is please requested to aid with clean-up, since time spent cleaning will intrude into your free time.** We will try to bring easy-prepare food so that no one misses group time for meals.

Because we cannot get into the houses until registration begins this time, we'd like to ask attendees to bring along a serves-8 potluck item for the first night.

The staff will pick up contributions for those of you who are flying in, as well as for our own contributions. You are also welcome to fetch a sandwich or other easy self-serve meal for the first night if you are not excited about a potluck. Our community includes those who will not eat **wheat, gluten, dairy, nuts and mustard.**

CLEAN-UP

Make sure to note the position of the furniture when you arrive, and to put all furniture back in its original positions before leaving. There will be a fine if furniture is out of place or if dishes have journeyed to the other house. **Fines will be passed on directly to group members by house,** as will any stain removal fees, breakage or missing dish fees. Damages to the houses are also passed on to group/community members, as appropriate. At a recent event, a halogen lamp fell to the floor and melted through a carpet over the course of one workgroup session. Although no fire resulted, that group bought a new carpet for the owners of that house!

Everyone will help with the final clean-up before departure on Wednesday. We will finish up by 3:00 at the latest; it usually takes an hour to clean up. Strip beds and leave the sheets and used towels in the hall. Before leaving, be sure that dishes are either loaded into the dishwasher or dried and put away. Empty all wastebaskets and trash into the below-ground trashcans outside of the entrance: Pajaro Dunes will levy a fine if raccoons are able to access any above-ground trash. Empty the refrigerators and wash the kitchen surfaces, throwing out leftover perishables and boxing any unopened or non-perishable items for the next conference.

If you have other questions, please contact us at erin@withinbetweenamong.com.

WE LOOK FORWARD TO AN EXCITING AND FULFILLING EXPERIENCE WITH YOU!

-- Freeman Barnes, Jay M. Seiff-Haron, Judith G. Noel, Mary Ann Huckabay