

In-Person Attendee

Logistics Packet

2024 USAF CIVIL ENGINEERS

RDWORKSHOP

Requirements Development Workshop

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2024 Requirements Development Workshop

Logistics



Where

Hyatt Regency Orlando

9801 International Dr, Orlando, FL 32819

Phone Number: (407) 284-1234

Hotel check-in: 1500

Hotel check-out: 1100

When

Day 0: 22 April 2024

1500 – 1800: RD Workshop Early Check-in
Hyatt Lobby – Tower 2

Day 1: 23 April 2024

0700 – 0745: RDW Check-in
Windermere YZ Foyer

0800 – 1700: RDW General Session
Windermere YZ Ballroom

1800 – 2000: "No host" Icebreaker Social
The Rocks Bar

Day 2: 24 April 2024

0800 – 1700: RDW Breakout Sessions
Bayhill Breakout Rooms

Day 3: 25 April 2024

0800 – 1700: RDW General Session
Windermere YZ Ballroom

Reminders

- Rental cars are not authorized for government personnel unless approved by the RDW planning team before the workshop.
- Public transportation is authorized to/from the airport.
- Attendees are encouraged to visit restaurants/attractions within walking distance to the hotel.

Points of Contact

General Inquiries:

Email: af.a4.a4c-rdw-workflow@us.af.mil

Dress

Military: OCPs

Civilian: Business Casual

What to Expect

- Coffee, tea and water included
- Meals are at your own discretion with a set per diem menu available at B-Line Diner and the Market
- Scheduled breaks throughout the day for networking and to visit booths
- This is a networking and interactive workshop. Attendees are encouraged to limit laptop/device usage. Charging stations will be provided in the back of the room for limited devices.
- Attendee Wi-Fi is limited.

Optional Events

- Day 1: Icebreaker Social in the Rocks Bar at the conclusion of Day 1
- Day 2: Career Field Mentoring/Q&A Session
 - Enlisted: 1210 – 1310
Bayhill 17/18
 - Civilian: 1715 – 1815,
Bayhill 17/18
 - Officer: 1715 – 1815,
Bayhill 19/20

Topics & Agendas

The 2024 RD Workshop schedule can be found on the event [website here](#) or by visiting [A4CEvents.com](https://www.a4cevents.com)



All attendees have access to [Cvent Attendee Hub](#) both online and via the Cvent mobile app. See Page 3 for instructions.



Points of Contact



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RD Workshop Logistics Lead:

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RD Workshop Helpdesk and IT Support

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General Inquiries:

Email: af.a4.a4c-rdw-workflow@us.af.mil



RDW Venue Logistics:

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Engage Online



All attendees have access to [Cvent Attendee Hub](#) both online and via the Cvent mobile app.

To use the app:

- Download the Cvent Events App from your phone's app store
- Open the App and search for the name of the event
(2024 Requirements Development Workshop)
- Select the event and log in by typing the email address that you entered when you registered
- From this app you can access the event schedule, your profile, information about speakers, slides and more.
- If you have questions regarding the app, please contact af.a4.a4c-rdw-workflow@us.af.mil

Venue Information

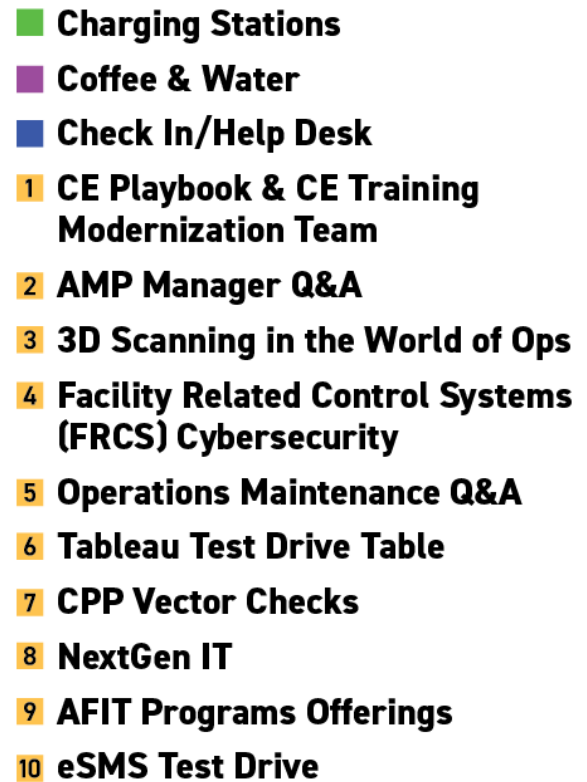


Hotel Information and Amenities

- Hotel check-in: 4pm, check-out: 11am
- Complimentary Wi-Fi in room
- In-room safe
- Mini Fridge
- Coffee and Tea maker
- Hairdryer
- Iron and Ironing board
- Fitness center
- Hot Tub for guests only
- Local Attraction Concierge Desk
- Shuttle Service to local theme parks
- Restaurant, Food Court, and Poolside Tiki bar
- Fitness Center
- Business Center
- Convenience Store & Gift Shop
- Laundry Facilities
- Handicapped accessible accommodations are available upon request

Location Key

1. Hotel Check-in Desk, Tower 2 Lobby
2. Workshop Early Check-in, Tower 2 Lobby (Monday)
3. 24-Hour Market, Tower 1 Lobby
4. B-Line Diner, Tower 1 Lobby
5. Workshop Check-in and Help Desk, Ground level (Tuesday – Thursday)
6. Windermere Ballrooms, Ground level (General Sessions Tuesday and Thursday)
7. Bayhill Breakout Rooms, 2nd Floor (Breakout Sessions Wednesday)
8. Booths, Windermere Y/Z Foyer (Tuesday and Thursday)



- Booths will be located in the Windermere Y/Z Foyer on Days 1 and 3 and in the Bayhill Breakout Hallways on Day 2
- Attendees are encouraged to visit booths during workshop breaks between the hours of 0800 - 1700

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Bayhill Breakout Rooms: Day 2

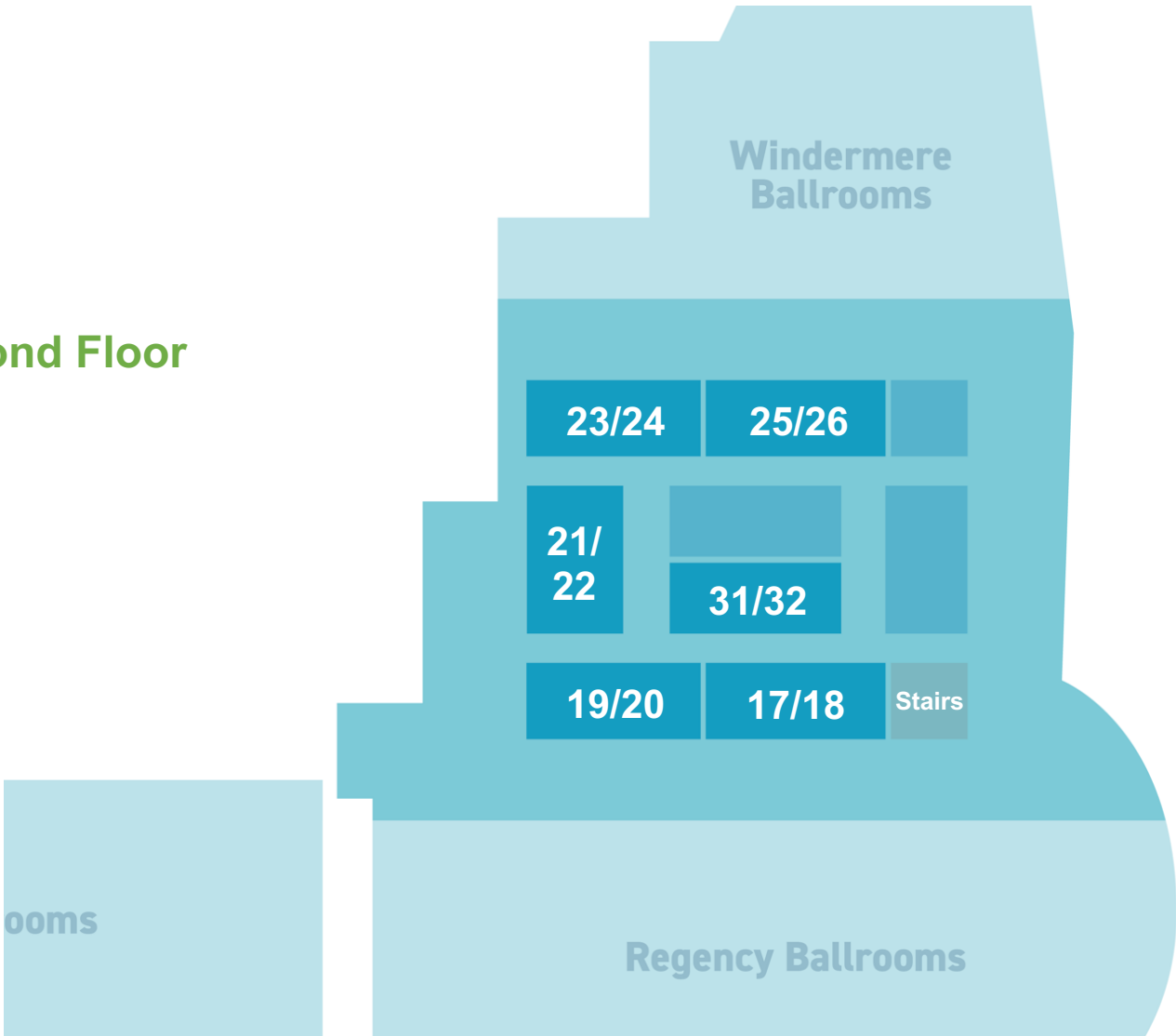
Wednesday, 24 April: 0800 - 1715

- View the most updated agenda here: [Agenda](#)

Directions

- Follow signs to the conference room area of the resort
- Take the escalator down to the conference room level
- Pass the Regency Ballrooms
- Take the escalator on the right up to the Bayhill breakout rooms
- Refer to the agenda for breakout room times and locations

Second Floor



Transportation

- MearsTaxi
 - Book online at www.mearstransportation.com
 - MCO Airport to the Hyatt est. \$42
- Lyft
 - Est. \$20.00 MCO Airport to Hyatt
- Uber
 - Est. \$25.00 MCO Airport to Hyatt

IRide

Enjoy unlimited opportunities to hop-on and hop-off this trolley at numerous attractions, restaurants, and shopping venues along International Drive

- [Website](#)
 - [Map and Pricing](#)
 - Hyatt is Trolley Stop 21
- *Route Map pictured on right*

Restaurants

- Denny's, 9880 International Dr, 9-min walk
- Cuba Libre, 9101 International Dr #1004, 10-min walk
- Kavas Tacos, 9101 International Dr #1198, 10-min walk
- Red Lobster, 9892 International Dr, 10-min walk
- Taverna Opa, 9101 International Dr #2240, 11-min walk
- JoJo's Shakebar, 9101 International Dr #1208, 11-min walk
- McDonald's, 9814 International Dr, 12-min walk
- Many more via IRide

Attractions

- The Socks Gallery, 9101 International Dr #1108, 10-min walk
- Earth Illuminated, 9101 International Dr #2300, 12-min walk
- Improv Comedy Club, 9101 International Dr #2310, 12-min walk
- WonderWorks Orlando, 9067 International Dr, 13-min
- IFly Skydiving, 8969 International Dr, 15-min walk
- ICON Park, 8375 International Dr, 4-min drive

