

2nd Annual Systems Biology Programmatic and SBWG Meeting

Getting to the Hotel

Rooms have been booked at the **The Fairmont Copley Plaza Hotel**. Directions and contact information are as follows:

The Fairmont Copley Plaza Hotel

138 St. James Avenue
Boston, Massachusetts, 02116
TOLL FREE: (866) 540-4417
TEL (617) 267-5300
FAX (617) 267-7668
E-MAIL boston@fairmont.com
www.fairmont.com/copleyplaza/

To get to the hotel from the airport **we recommend that you take a taxi**. This is the simplest way. Alternatively, you can also rent a car, or take the MBTA:

Driving from Logan International Airport:

- Follow the signs to Boston through the Sumner Tunnel.
- Turn right up the entrance ramp onto Expressway 93 North.
- Take the Storrow Drive exit on right.
- Follow Storrow Drive West and take the Copley Square exit.
- Turn right onto Beacon Street.
- Go two blocks and turn left on Clarendon Street.
- Follow Clarendon Street five blocks and turn right onto St. James Avenue.
- The Fairmont Copley Plaza Boston will be on the left.

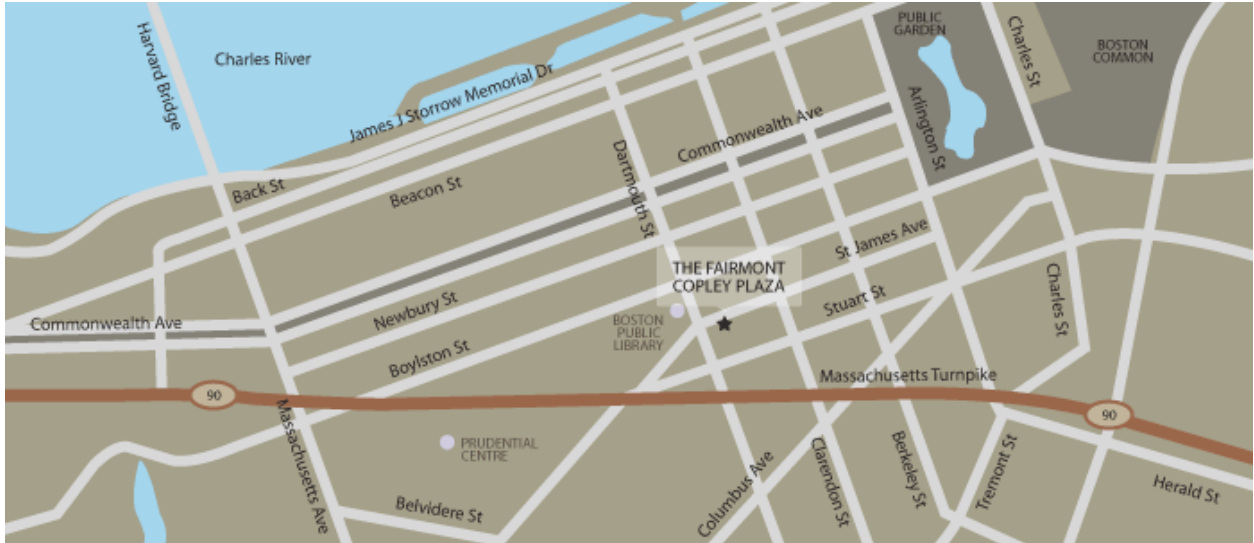
From the MBTA Green Line:

- Exit Copley Green Line Station at the corner of Dartmouth and Boylston Streets.
- Walk one block south on Dartmouth Street across Copley Square.
- The Fairmont Copley Plaza is on the corner of Dartmouth Street and St. James Avenue, at 138 St. James Avenue.

From Back Bay Station / MBTA Orange Line and Amtrak:

- Exit Back Bay Train Station on the Dartmouth Street side.
- Turn right onto Dartmouth Street.
- Cross Stuart Street.
- At the second set of lights turn right onto St. James Ave, the entrance to The Fairmont Copley Plaza is on your right.

A map of the hotel location is below, and more directions are available via the hotel website above.



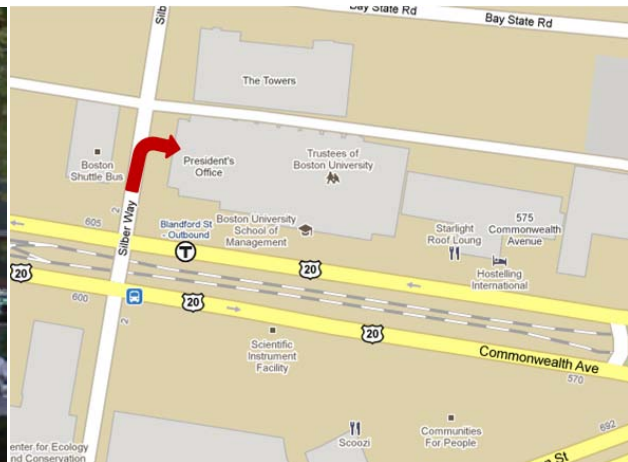
Directions to Reception

There will be a reception **Sunday Night, November 7 from 6:30 to 8:00 pm**. The reception will include appetizers and a cash bar. The reception will be held at the following location:

Metcalf Trustee Center Ballroom
 One Silber Way, Boston, MA 02215
 9th Floor

To reach the Metcalf Trustee Center Ballroom, you need to enter the President's Office Building at One Silber Way via the **side entrance** on Silber way (see the map and photo below). Once in the building, you will see signs pointing you to the elevator to the **9th floor**, and from there signs to the ballroom.

You may also reach the Ballroom via elevators in the School of Management (see below). Signs will be provided if you choose to take this route.

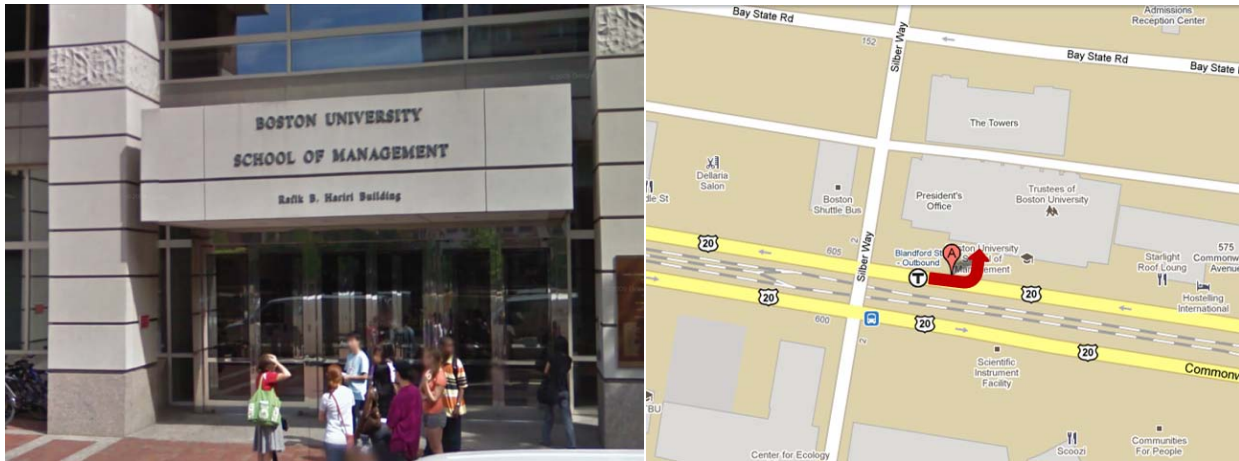


Directions to Main Meeting and Satellite Meeting

Both the Main Meeting and the Satellite Meeting are being held at the **Boston University School of Management**:

BU School of Management
4th Floor
595 Commonwealth Avenue, Boston, MA 02215
(617) 353-9720

Once in the building, you will see signs pointing you to the elevator to the **4th floor**, and from there signs to the ballroom. Please see the map and image below:



Meeting Registration and Information Desk

A meeting registration and information desk will be set up on the 3rd floor of the School of Management Building starting 7:30am on Monday morning, November 8th. When you arrive, please check in at this desk. Here you will be able to:

- Confirm your registration and payment
- Pay your registration fee if you have not already done so (by check or credit card - see below)
- Receive your name tag
- Receive a printed version of the Agenda and the Meeting Information handout
- A participant list
- Receive other information to help you get around Boston including maps, public transportation information, and restaurant recommendations.

Registration Payment

The registration fee can be paid by either check or credit card. If you wish to pay by credit card prior to arrival, you may pay online (<http://www.broadinstitute.org/annotation/tbsysbio/1492.html>) at the meeting website. You can pay by check or credit card at the registration desk on arrival. If you wish to pay by check, please make the check out to: **"The Trustees of Boston University"**.

Hotel Shuttle

A shuttle service has been chartered to bring you to the meeting in the mornings and back to the hotel in the evenings. The schedule for the shuttle is as follows:

Table 1: Shuttle Schedule

Date	Time	Direction
Monday, Nov 8	7:15am	Hotel -> Meeting
Monday, Nov 8	8:00am	Hotel -> Meeting
Monday, Nov 8	6:15pm	Meeting -> Hotel
Monday, Nov 8	7:45pm	Meeting -> Hotel
Tuesday, Nov 9	7:15am	Hotel -> Meeting
Tuesday, Nov 9	8:00am	Hotel -> Meeting
Tuesday, Nov 9	6:15pm	Meeting -> Hotel
Tuesday, Nov 9	7:45pm	Meeting -> Hotel

Talk Instructions

Talks are scheduled for **20 minutes** with a **10 minute question period after each talk**, and a **30 minute panel discussion at the end of each plenary**. Each plenary session will have two moderators who will foster discussion and solicit questions.

We encourage everyone to take advantage of the question periods and the panel discussion periods to foster dialog and the free sharing of ideas.

Poster Session and Instructions

There will be a poster session Monday night from 4:40-6:00. The poster session will include a cash bar and plenty of space to mingle and discuss.

Poster Dimensions: Poster boards will be provided and will fit 3'x5' posters.

Poster Setup and Take Down: Posters boards will be available for setup Monday by Lunch. Posters can be setup any time after Lunch on Monday. Posters can remain up until the end of the meeting on Tuesday.

Meal Information

Breakfast, coffee breaks, and lunch will be provided for both days of the **main meeting**. Breakfast and lunch will be provided through a buffet cafeteria attached to the main meeting room.

Coffee and a **sandwich lunch** will be catered to the **satellite meeting**.

All other meals are on your own in Boston (recommendations will be provided), with the exception of a **dinner for the SBWG member, PIs, and NIAID staff Sunday night after the reception**.

Rooms for Private Meetings Monday Night

Rooms have been reserved for groups who would like to have private meetings Monday night after the main meeting. Rooms have been reserved based on the feedback from the online poll sent out. If you did not previously request a room, but need a room, please see someone at the registration desk.