



Dear ISS Attendees,

The 38th International Seating Symposium is only a few days away. We are excited to welcome you back in-person to Pittsburgh, PA, USA. Below is some important logistical information.

Location

- The ISS is being held at the David L. Lawrence Convention Center in Concourse A (East Atrium) at 1000 Fort Duquesne Boulevard, Pittsburgh PA, 15222.
- Please enter through the “East Lobby,” on the right side when approaching from the covered roadway.
- More Information about transportation to the venue can be found at <https://www.seatingsymposium.us/transportation>

Weather

- Pittsburgh forecast is showing mid 70s °F / 20s °C during the day and 50s °F / 10s °C at night.
- There will be a complimentary, unattended coat rack in the Registration area for those walking or coming from off-site locations.

Registration

- ***All ISS attendees, including booth staff, must be registered.***
 - ***If you have not registered, you must do so from the [ISS Website](https://www.seatingsymposium.us).***
 - ***If do not know if you are registered, please confirm with your employer.***
- The symposium registration desk and self-check-in kiosks are in Concourse A of the David L. Lawrence Convention Center.
 - Concourse A is immediately up the elevator, escalator, or stairs from the East Lobby.
- Volunteers will be situated in the common areas to assist with directions to the registration area, exhibit hall, and the instructional course rooms.
- All pre-conference attendees, general attendees, and exhibitors must stop at the registration self-check-in kiosks to pick up their name badge BEFORE proceeding to any sessions or the exhibit hall.
- Check-in hours are as follows:
 - Tuesday, April 11th: 12pm-7pm
 - Wednesday, April 12th: 7am-7pm
 - Thursday, April 13th: 7am-7pm
 - Friday, April 14th: 7am-1:30pm
- A large crowd is expected Thursday morning. If possible, please check in on Tuesday or Wednesday to avoid long lines.
- Offsite and Tuesday pre-con attendees will receive special instructions and temporary name badges.



Food & Beverages

- **Main Conference:**
 - **Wednesday**
 - Heavy appetizers during the Pre-Symposium Reception, 5:00-7:30pm in the Exhibit Hall
 - “Cashless Bar” during the reception (accepts credits cards and Apple Pay)
 - **Thursday:**
 - Continental breakfast, **7:30-8:30am** in the Exhibit Hall
 - Beverages (bottled water, coffee, tea) throughout the day
 - Snacks during breaks between sessions
 - Boxed lunch, **11:15am-1:30pm** in the Exhibit Hall
 - Catered dinner during the ISS One Reception, 5:00-7:30pm in the Exhibit Hall
 - All attendees will receive one drink ticket courteous of ISS and our sponsors.
 - “Cashless Bar” during the reception (accepts credits cards and Apple Pay)
 - **Friday:**
 - Continental breakfast, **7:30-8:30am** in the Exhibit Hall
 - Beverages (bottled water, coffee, tea) throughout the day
 - Snacks during breaks between sessions
 - Boxed lunch, **11:15am-1:30pm** in the Exhibit Hall
 - **Saturday:**
 - Continental breakfast, **7:30-8:30am** in the Exhibit Hall
 - Beverages (bottled water, coffee, tea) throughout the day
 - Snacks during breaks between sessions
 - *Reminder: event concludes at 12:30pm*
- **Pre-Conference (Tuesday, Wednesday):**
 - Continental breakfast, snacks, and beverages (coffee, tea, water, etc.) will be provided.
 - Complimentary lunch will *not* be provided. A concession stand will be available in the exhibit hall during the following hours:
 - Tuesday: 12:00-4:00pm
 - Wednesday: 10:00am-2:00pm
 - There are also several dining options within one block of the convention center. Please note that bringing outside food into the Convention Center is prohibited.
- Looking for the best places to eat downtown? Check out this list from our travel partner, VisitPITTSBURGH: <https://www.visitpittsburgh.com/blog/top-places-to-eat-in-downtown-pittsburgh/>
- **Special Dietary Needs:**
 - Special meals for attendees with dietary restrictions, allergies, or preferences will be placed separate from other accommodations.
 - They will be clearly labelled according to the specification.



Session Locations

- All ISS sessions will take place on the 3rd floor of the Convention Center, in either the Spirit of Pittsburgh Ballroom or rooms 301 to 321.
 - The only exception is PC01, which will take place at the Center for Assistive Technology (offsite). Individuals attending the offsite pre-con will receive special instructions in a separate email.
- The Opening Session is Thursday, April 12th, 8:30 to 10:00AM in the Spirit of Pittsburgh Ballroom.
- You can view the [event schedule online](#) or through the ISS Conference App (see below).
- If necessary, there are printed “Program at a Glance” available at the Registration Desk and at the self-check-in kiosks.
- Any schedule or room changes will be announced and made in the ISS Conference App.

Conference App

- The ISS Conference App is available for download on iOS and Android. It is the best way of staying connected to the event and being aware of any changes or announcements.
- To download the app, please go to your device’s app store and search “**Cvent Events**”.
- Download, install, and open the **Cvent Events** app.
- Search for the “**38th International Seating Symposium**” in the app to find our event.
- Select **38th International Seating Symposium** and download to open.
- The App provides the ISS Schedule, Speakers, Maps, Exhibit Hall layout, Exhibitor list, and other resources.
- Users have the option of setting up an account to create a personal schedule for the ISS.
- Attendees can also complete course evaluations for CEU purposes in the app.

Attendee Hub

- The Attendee Hub is the desktop version of the conference app.
- Attendee Hub provides the ISS Schedule, Speakers, Exhibitor list, and other resources.
- Users can edit their personal schedule and complete course evaluation in the pp or in Attendee Hub
- ISS Registrants can log into the [Attendee Hub Here](https://cvent.me/OVEE01) [https://cvent.me/OVEE01].

Continuing Education Units (CEUs)

- ISS attendees can earn CEUs for the educational sessions they attend.
- At the main conference, there is a total of 15.5 hours of educational content.
- At the conclusion of each course, a session moderator will read out a CEU code.
 - Put this code into the course evaluation in the ISS Conference App or Attendee Hub to receive CEUs.



- You will receive your CEU certificate via email.

Hand-Outs & Proceedings

- The ISS will not print hard copies of session handouts. Handouts that have been submitted are available for download on the ISS Attendee Hub and app.
- If a course is not listed with a handout, it is because handouts were not provided by presenters.
- It is recommended to download or print handouts in advance if you prefer to have copies during the sessions.
- **Publication:** new this year, the ISS Proceedings will be published in a special issue of [Assistive Technology](#), the Official Journal of RESNA and made available for download as a PDF from ISS website. There will no hard copies provided.

Exhibit Hall Hours

- Wednesday, April 12th
 - 5:00pm – 7:30pm
- Thursday, April 13th
 - 7:30am – 7:30pm
- Friday, April 14th
 - 7:30am – 3:00pm
- *Reminder that the exhibit hall is open during both ISS receptions, 5:00-7:30pm, on Wednesday and Thursday evenings.*

Exhibitor Move-In and Set-Up

- Tuesday, April 11th
 - 12:00 - 6:00pm
- Wednesday, April 12th
 - 8:00am - 4:30pm
- All Exhibit Hall Staff must check in at the Registration Kiosks for a name badge prior to proceeding to the Exhibit Hall.
- Exhibition tear-down:
 - Friday, April 14th, 3:00pm

Translation & Captioning

- Simultaneous translation and live captioning will be offered for all plenary and break-out sessions.
- For attendees requiring translation services, please see a member of the ISS team at the registration desk for more information.



Name Badges

- An official ISS name badge must be worn at ALL times for admission to educational sessions and the Exhibit Hall.
- Name badges are not transferrable and may not be loaned to another person for any reason during the symposium.
- Name badges have a printed QR code that, if scanned, will provide your name, place of work, city, state/province, country, and email contact (i.e., the virtual equivalent of sharing a business card).
 - If you do not wish to share this information, scratch the code with a pen or marker so that it is unreadable.
- Please ask permission before scanning someone's QR code.

Session Attendance

- All ISS attendees are welcome to attend sessions. There is no distinction between "exhibit hall staff," "session attendees," etc.
- We encourage all attendees to participate in educational courses, especially plenary sessions.

Wi-Fi

- Wi-Fi is available in the exhibit hall and on the 3rd floors. The network information is:
 - Network: "**International Seating Symposium 2023**"
 - Password: "**issguest**" (all lowercase, no spaces)

We look forward to seeing all of you in Pittsburgh for what will be another great educational conference and collaboration in our field of wheeled mobility and seating.

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