



EERE National Lab Impact Summit Pre-Event Guide for Registered Guests and Speakers Visiting the National Renewable Energy Laboratory (NREL)

U.S. Citizens

All participants must [register](#) for this event. Registering allows coordination of your site access to NREL prior to your visit. NREL's security procedures require that you present a U.S. government-issued photo identification (e.g., state driver's license, military ID, U.S. passport) upon check-in to receive your event badge.

Foreign Nationals

If you are not a U.S. citizen, you are required to submit a Foreign National Data Card prior to your arrival. If you are a last-minute substitution or missed the registration deadline and you are a Foreign National, you will not be permitted on the NREL campus as the security staff will not have the required time to process your clearance.

The Data Cards received will be submitted to NREL Security. Please bring a valid passport and visa information. Visitors from countries that participate in the [Visa Waiver Program](#) must bring their passport and visa stamp or I-94 card received from U.S. Customs upon entering the United States. **Canadian citizens** must provide their passport and a government-issued photo ID or a birth certificate. A **permanent resident** of the United States must bring a permanent resident card along with a government-issued photo ID. These documents will need to be presented upon check-in to receive your event badge. Note: If your Foreign National Data Card (if submitted) is already on file, you will not need to bring a copy.

Site Access

All EERE National Lab Impact Summit participants have been given site access from May 3 through May 5. If you have questions about accessing NREL's campus, email [Site Access](#) or [Tina Eichner](#).

Parking/Check-In

Please enter the NREL campus at the Site Entrance Building (east entrance): **15003 Denver West Parkway, Golden, CO 80401**. If you drive, proceed to the parking garage, entering the garage via the west entrance. Participants will then proceed to the café where identification will be checked to receive your event badge. NREL hosts will meet you in the café upon your arrival. See the following NREL campus map for directions. Note, if you try to use a mapping program such as Google for directions, you will not be directed to the correct entrance. Please use the address and map provided in this document. **The May 4 program will begin promptly at 8 a.m., with check-in from 7 – 8 a.m.**

Shuttle Services

NREL shuttles will circulate from the parking garage to the entrances of the Research Support Facility (RSF), Energy Systems Integration Facility (ESIF), Science and Technology Facility, and Solar Energy Research Facility, and to the northern entrance to the café event/exhibit space.

Final Event Program

You can find the most current program details at: <http://energy.gov/eere/eere-national-lab-impact-summit-agenda>.

Event Attire

Business attire is preferred.

Meals

Breakfast and lunch will be provided to all attendees.

Evening Networking Reception and Tours

Please plan to join us from 5 – 7 p.m. for the networking reception, exhibit, and tours. The reception will include a cash bar service with wine and beer for \$5 per beverage and complimentary non-alcoholic drinks and appetizers.

On-Site Assistance

Should you require assistance or have questions during your visit, please see an NREL volunteer (wearing a yellow badge) or a uniformed security officer.

Internet Access

Directions for WiFi access will be provided upon arrival.

Restrooms

There are a few restrooms in the café as well as several executive porta-potties on the north side of the café.

Safety/Weather/Evacuation

In the unlikely event we encounter hazardous weather conditions during the event, a campus-wide announcement will be made and will include safety information and instructions.

If you are in or near the café, you will proceed to the food service area and away from the windows in the seating area. If you are in or near the RSF or ESIF, you will proceed to the stairwells and down to the building protective area in the basement.

Security personnel assigned to the event are available to assist should any emergency situation arise.

Pre-Event Questions

Please email [Tina Eichner](#) with any pre-event questions.

Event Map

