

Dear ACF Participants:

In an effort to facilitate entry to, and reduce escort requirements within, the Pragmatics facility, Pragmatics Security will provide an entry and security checkpoint at the rear of the building on the first floor. Those of you who have been to Pragmatics before may remember that the front entrance is on the second floor and required a security escort for the elevator down to the first floor conference room. The following entry procedures, as received from Pragmatics Security, should simplify this process and are forwarded for your information:

Please communicate the following check-in procedures to your contacts, emphasizing that this will be the cascade of events that will be repeated each day:

- **Parking will be in the rear of the building**
- **Enter through the main double-doors on the 1st floor (rear of the building)**
- **Check-in will be completed in the 1st floor foyer**
 - **Valid photo ID required to check-in**
- **Sticky nametags will be provided for attendees to write their names on**
- **Attendees will be escorted throughout the building, if needed**

If you should arrive at the front entrance, please follow the sidewalk to the rear of the building and the first floor entrance. Thank you for your cooperation. We look forward to a successful meeting next week.