



U. S. Department of Energy

2014 Clean Cities Coordinator Training and Vehicle Technology Deployment Workshop

Transportation and Check-in Instructions

Security and Badging on Tuesday Morning (12/9):

- In order to facilitate rapid check-in for our group, NREL Security will be in the lobby of the Sheraton Denver West from 6:30 – 7:30 a.m. on Tuesday, December 9th.
- Please bring your government-issued photo ID to the hotel lobby by 7:15 a.m. in order to be issued your ID badge for the meeting.
- Once you have been issued a badge, you may board the shuttle bus to NREL for the meeting or you may drive yourself to NREL (Note: The final bus will depart the hotel at 7:30 a.m. Attendees who are driving themselves should also plan to leave no later than 7:30 a.m. in order to ensure an on-time arrival for our meeting).

Security and Badging at Other Times

- If you registered for NREL site tours on Monday, December 8th, you will be issued your meeting ID badge when you check in for your tour. Please follow the driving instructions below. When you reach the Site Entrance Building, present your government-issued photo ID and inform Security that you are attending the Clean Cities meeting. After you park your vehicle, proceed directly to the Security desk at the RSF main entrance to be checked-in and issued your badge. Tour participants will have the option to take an NREL shuttle bus to the Sheraton Denver West at the conclusion of your tour.
- If you arrive after the Tuesday morning start and are not issued a badge at the hotel on Tuesday morning, you will need to check-in with Security at NREL on the date of your arrival. You must have your government-issued photo ID.
 - If you are taking the shuttle from the hotel to NREL, please let the NREL staff member know that you have not yet been issued your ID badge. Once you reach NREL, proceed directly to the Security desk at the RSF main entrance to be checked-in and issued your badge.
 - If you are driving yourself, please follow the driving instructions below. When you reach the Site Entrance Building, present your government-issued photo ID and inform Security that you are attending the Clean Cities meeting. After you park your vehicle, proceed directly to the Security desk at the RSF main entrance to be checked-in and issued your badge.
- If you lose or misplace your meeting ID badge at any point during the meeting, please inform a Clean Cities staff member right away. You will need to visit the Security desk in the RSF and present your government-issued photo ID in order to be issued a new badge.

Daily Shuttle Instructions:

- Shuttle service will be provided by Super Shuttle on 12/9, 12/10 and 12/11 to transport meeting attendees between the Sheraton Denver West and the NREL campus.
 - There will be two morning shuttles each day:
 - The first shuttle bus will leave the hotel at approximately 7:15 a.m. (or whenever it has reached capacity)
 - The second shuttle bus will leave the hotel promptly at 7:30 a.m. to ensure an on-time start for our meeting
 - There will be two afternoon shuttles each day:
 - The first shuttle bus will leave NREL as soon as it reaches capacity at the conclusion of our meeting
 - The second shuttle bus will leave NREL promptly at 15 minutes past our scheduled meeting end time for the day
- Please remember to bring everything you will need for the day with you on the shuttle each morning (meeting ID badge, government-issued photo ID, lunch money, etc.).
- You must be wearing your NREL-issued ID badge in order to board the shuttle buses.

Daily Driving Instructions:

- The address for the NREL Research Support Facility (RSF) is 15013 Denver West Parkway, Golden, CO 80401.
- All visitors must enter through the Site Entrance Building on the East side of the NREL campus (Denver West Parkway).
- Use the left lane as you enter the NREL campus. When you reach the window of the Site Entrance Building, present your NREL-issued ID badge for the meeting (if you have not yet been issued your meeting ID badge, present your government-issued photo ID and inform Security that you are attending the Clean Cities meeting). Security staff will direct you to either the visitor parking lot or the main parking garage.
- After you park your vehicle, proceed directly to the Research Support Facility (RSF) main entrance.
 - The RSF is a large building with three wings that is adjacent to the visitor parking lot.
 - If you are directed to park in the main garage, you may either walk to the RSF (approximately 5-7 minutes) or use the “STM Circulator” shuttle bus. The shuttle bus picks up passengers from the middle of the parking garage and drops off passengers at the RSF main entrance.
- Please note that the speed limit on the NREL campus is 15mph and there are lots of pedestrians. Use of cell phones or blue tooth devices while driving is strictly prohibited.

NREL Campus Map

