

TEK Workshop | December 3-4, 2015
Lunch Pre-Order Information

The lunch break on Thursday, December 3 will be from 1:00-2:30 p.m. and on Friday, December 4 will be from 12:00-1:20 p.m. Individuals are responsible for the purchase of their own lunch. Since we are on the NIH Campus, we do not have the option to leave campus for lunch. You have 2 options for purchasing your lunch:

1. Go to the Natcher Café and purchase lunch (upstairs from the meeting room and lines will be long)
2. Pre-purchase a boxed lunch (will be available for pick up in the workshop registration area)

We strongly encourage participants to pre-order and pre-pay for a boxed lunch as the Natcher Café can be quite busy. Pre-ordering and pre-paying will ensure you have ample time for the poster session and networking.

Please follow the instructions outlined below to pre-order your lunches.

Orders must be received by 5:00 p.m. EST on Monday, December 1.

Ordering your boxed lunches:

- 1) Go to the Eurest Conference catering link: <https://eurestconferencecatering.catertrax.com/>
- 2) You will need to create an account to login. The login box is located on the left side of the screen. Creating an account does not require a lot of personal information.
- 3) Once logged in, click “The Fresh Fork Catering at NIH” button under “Order Option” on the left
- 4) Choose “Lunch” from the options on the right side of the screen
- 5) Choose “Boxed Lunch” from the Lunch selections
- 6) Order your sandwich or salad selection based on the options available
- 7) Select the date December 3 or 4
- 8) Under “Location:” choose the “On Campus Delivery” dropdown
- 9) Fill out the fields with the location and time to deliver your order. For the TEK Workshop, the location is:
 - Building: Bldg 45- Natcher Center
 - Contact Name: *(Your name)*
 - Contact Phone: *(Your phone #)*

The screenshot shows the EUREST Conference Catering website interface. At the top, there are tabs for "Selection", "Information", and "Selection". Below the tabs, there is a "Date Selection" section with a calendar for December 2015. The date "4" (Friday) is highlighted in green. To the right of the calendar is a "Delivery / Pickup" form with the following fields:

- *Location: On Campus Delivery (dropdown menu)
- Copy Contact Information
- *Building: Bldg 45- Natcher Center
- *Contact Name: Whitney Freberg
- *Contact Phone: 919-213-4904
- *Room Name / Room #: Natcher Cafe
- *Meeting Name: TEK Workshop

Below the "Delivery / Pickup" form is an "Event Details" section with the following fields:

- *Food Delivery Time: 11:15 AM (dropdown menu)
- Event Start Time: (dropdown menu)
- Event End Time: (dropdown menu)
- Event Clean-Up Time: (dropdown menu)
- Guest Count: (text input field)

At the bottom of the form, there is a "Contact Information" section.

- Room Name/Room #: Natcher Auditorium Lobby
- Meeting Name: TEK Workshop
- Food Delivery Time:
For 12/3, type in 12:45pm
For 12/4, type in 11:45am
- Event Start Time: (leave blank)
- Event End Time: (leave blank)
- Event Clean-Up Time: (leave blank)
- Guest Count: (leave blank)

10) You will have to put in a separate order for each day. On the next screen, you can choose to add another order for your lunch on December 4th. Click on “Add Another Order” at the bottom of the page and go through the process of selecting your boxed lunch for your second order.

11) Once you’ve completed your order for the second day, you can continue to the checkout screen and checkout. * Your boxed lunches will be outside the Auditorium (near registration) waiting for you at the workshop.

All orders must be received by Monday, December 1st

*Please note that the Natcher Café will NOT accept payment for boxed lunches on the day of the workshop. You MUST pre-pay when you order your boxed lunch.

Regular (non-boxed) lunches purchased at the Natcher Café can be paid for by cash, debit or credit card.