

**NIH Transgenerational Workshop | April 21-22, 2016**  
**Lunch Pre-Order Information**

The lunch break on Thursday, April 21 will be from 12:25-1:20 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 (same level as 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 networking.

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

**Orders must be received by 5:00 p.m. EST on Monday, April 18.**

**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, under “Order Option” on the left, click “The Fresh Fork Catering at NIH” button
- 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) In Step 2, select the date April 21

- 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 Transgenerational Workshop, the location is:

- Building: Bldg 45- Natcher Center
- Contact Name: *(Your name)*
- Contact Phone: *(Your phone #)*
- Room Name/Room #: Natcher Balcony B Lobby

The screenshot shows the EUREST Conference Catering website interface. At the top, there are tabs for 'Selection', 'Information', and 'Selection'. Below the tabs, there are two main sections: 'Date Selection' and 'Delivery / Pickup'.

**Date Selection:** A calendar for April 2016 is displayed. The date 4/21/2016 is highlighted in green, and a banner above it says 'Date Good To Go!'. The calendar shows days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates from 1 to 30.

**Delivery / Pickup:** This section contains several fields for order details:

- \*Location: On Campus Delivery (dropdown menu)
- Copy Contact Information
- \*Building: Bldg 45- Natcher Center
- \*Contact Name: Whitney Freberg
- \*Contact Phone: 919-794-4700
- \*Room Name / Room #: Natcher Balcony B Lobby
- \*Meeting Name: Transgenerational Meeti

**Event Details:** This section includes a red warning message: 'Additional service times may be available by prior arrangement. Please contact us to discuss your needs.' Below this are fields for:

- \*Food Delivery Time: 12:00 PM (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.

- Meeting Name: Transgenerational Workshop
- Food Delivery Time: 12:00 pm
- Event Start Time: (leave blank)
- Event End Time: (leave blank)
- Event Clean-Up Time: (leave blank)
- Guest Count: (leave blank)

10) Once you've completed your order, you can continue to the checkout screen and checkout.\*  
Your boxed lunches will be outside the meeting room (near registration) waiting for you at the workshop.

**All orders must be received by Monday, April 18<sup>th</sup>**

\*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.