

Main Campus Training Information:

Training Location:

UMass Medical School
Albert Sherman Center
55 N Lake Avenue
Worcester, MA 01655

Room: TBD

Contact at Main Campus:

If there is a problem with the location, contact Room Reservations: 508-856-2264

If AV does not show up to help, call IT at 508-856-8643 (they will page AV ASAP).

Before You Arrive:

- You will receive the roster the day before the training event. Please bring a copy of the roster with you and make sure everyone signs in even if they are not on the roster. We track attendances and some of the trainings are mandatory.
- If you have handouts, please make sure you have enough copies for the number on the roster with a few extras as some people come who have not signed up.
- Bring your presentation on a thumb drive.
- **Please arrive at least 30 minutes before the beginning of the training.**
- When the training is over, please return the roster to Jennifer Shimer.

Other Information:

- The calendar of your trainings are available on the Learning & Development Classes site here: <https://www.umassmed.edu/hr/learninganddevelopment/course-offerings/events-calendar/>
- If you have any questions or concerns, contact Jennifer Shimer at Jennifer.shimer@umassmed.edu or call 508-856-5728.