

Quincy Training Information:

Training Location:

Commonwealth Medicine
100 Hancock Street, 6th floor
Quincy, MA 02129

Room: 6112

Other information: The address is 100 Hancock Street, Quincy. When you arrive in the parking lot, you should pull up to the garage gate, press the intercom, and let them know that you are here for a meeting with UMass Medical School.

Upon entering the lobby, you will need to sign in at the Security Desk and then proceed to the 6th floor reception. Please have the receptionist call Joan Wall and she will come down and meet you.

Contact at Quincy:

Joan wall, 617-847-3775, (she can help with AV problems and room setup)
Joan.Wall@state.ma.us

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.