

## NIGMS Graduate Education Symposium April 11, 2015

### Lunch Pre-Order Information

Lunch on Monday will be in the Natcher Center Cafeteria from 11:30 AM – 1:00 PM.

Because the Natcher cafeteria can be crowded, we highly recommend that participants pre-order and pre-pay for a box lunch so that there is ample time for discussion and networking.

Please follow the instructions outlined below.

**Orders must be received by 5pm EST Wed, April 6.**

#### Ordering your boxed lunch:

- 1) Go to the Eurest Conference catering link : <https://eurestconferencecatering.catertrax.com/>;
- 2) Select the NIH Catering button
  - A. If you have an account: Login using your last name & password
  - B. If you need an account: You can create an account by clicking on “Need an Account? Click Here” under the customer login on left.
    - o Create your account by entering your:
      - Name
      - Password
      - Contact Information
- 3) Click “NIH Catering” button & make your selections from the menus on the right side of the screen

Quick tips for finalizing your order: (See the screen shot on next page)

When you are ready to check out, review your order and follow the steps below to place your order:

1. Click the date you are ordering for *April 11* on the calendar
2. Select “Location:” And Choose the “*On Campus Delivery*” dropdown
3. Fill out these fields regarding location and time to deliver your order:
  - Building: *Building 45 (Natcher Center)*
  - Contact Phone: *Justin Bush (Justin.Bush@compass-usa.com)*
  - Room Name/Room #: *Natcher Café*
  - Meeting Name: *NIGMS Graduate Education symposium*
  - Food Delivery Time: *11:45 AM*
  - Event Time: *8:30 AM - 5:00 PM*

**All orders must be received by Wednesday, April 6**

Please note that we prefer NOT to accept Cash on the day of the symposium and request you pre-pay when you order your lunch

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## Lunch Pre-Order Information



Home My Account Contact Us



NIH Catering

Empty Order

Check Out

Search

Policies

Tutorial

**Current Selection**

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[1] Sandwich Lunch Box  
\$11.00 X 1 = \$11.00

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Subtotal \$11.00

**Order Option** Change

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**NIH Catering**

Step 1 Confirm Selection   **Step 2 Event Information**   Step 3 Review Selection   Step 4 Checkout

Date Selection

6/13/2014

**Date Good To Go!**

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Delivery / Pickup

\*Location: On Campus Deliv ▼

Copy Contact Information

\*Building: 45- Natcher Cafe

\*Contact Name: Ashley Shaffer

\*Contact Phone: Ashley.Shaffer@compass-L

\*Room Name / Room #: Natcher Cafe

\*Meeting Name: Disaster Research Respons

Event Details

**Additional service times may be available by prior arrangement. Please contact us to discuss your needs.**

\*Food Delivery Time: 12:00 PM ▼

Event Start Time: 8:30 AM ▼

Event End Time: 3:00 PM ▼

Event Clean-Up Time: 3:00 PM ▼

Guest Count: 1

Contact Information

Phone:

Special Instructions

**Continue**