

### Event Information

We are thrilled to host you at the Tribute to Women Awards Dinner! Below is some important event information that will help make it an enjoyable experience for you and your guests.

**Date:** Thursday, April, 26, 2018

**Location:** Fairmont Hotel San Jose, 170 S. Market Street, Downtown San Jose

**Parking:** Limited valet and self-parking is available at the Fairmont. Alternate pay lots include: 170 S. Market, 50 W. San Fernando and 10 Park Center Plaza. Local FREE lots after 6 pm include: 150 S. 2<sup>nd</sup> Street, 30 E. San Fernando and 80 E. San Fernando. For a downtown parking map go to [www.sjdowntownparking.com](http://www.sjdowntownparking.com).

**Plan on arriving at the Fairmont around 5:30 p.m., remember traffic to downtown may be heavy.**

**Event Attire:** Dressy business

**Room Block:** A courtesy rate is available to guests attending the Tribute to Women Awards. Please use this link to reserve your room. <https://book.passkey.com/go/tributetowomen2018>

**Registration:** Open at 5:30 pm - Check-in and nametag pick-up is at the top of the Imperial Ballroom escalator (north side of hotel). Changes to your guest list can be made at registration. Volunteers will be prepared to generate nametags as needed. Guests who have requested a vegetarian/gluten-free meal will receive a ticket to display at their table indicating a vegetarian/gluten-free meal.

**Reception:** 5:30 – 7:00 pm, Imperial Ballroom Foyer, Fairmont, San Jose. Honorees and Nominators will have one drink ticket in their nametag for the reception. A no-host bar will be open during the reception.

**Dinner and Awards Program:** At 7:00 pm our official emcee, NBC Bay Area co-host Laura Garcia Cannon, will start the program followed by a brief welcome and then dinner is served. After dinner, the program will resume with several speakers. Laura Garcia Cannon will explain the awards presentation process to the audience. The event will end at 9:30pm.