

Je Travel Instructions

Black Bag:

Always make sure the black bag is packed with the items on the following list:

Passport

Wallet

Drivers License

Money

Laptop and charger (he is currently traveling with both his laptops which have 2 separate chargers)

He may not want to take both into the hotel so possibly a good idea to ask him before.

iPad with charger (please make sure iPad is fully charged the night before the trip)

Bose Headphones with spare batteries

Swimming headphones on swim goggles. Please ensure the small white charger for the headphones is in his bag and please charge the headphones daily after he swims. You can charge them on your laptop

Vitamins/Medicines. Karyna has created little plastic bags with his daily vitamins. She has placed them in a vitamin bottle with a label saying 'vitamin bags'

Face Cream

Hairbrush

Toothbrush

Readers, Hunters, Sunglasses

Pens

Always ask him if there are any additional papers he has been working on that he would like to pack

Remember to keep the black bag in your sight all the time when moving between planes, cars, hotels etc.

Clothing bag:

For this particular trip his clothing bag is already packed. It is in a black Tumi Bag.

There is a hot water bottle in the bag and a fan for the nights

Please lay out his toiletries in the bathroom.

Ask him if he would like his clothes laid out.

Food Bag:

Ask him if there is anything special he would like to take before preparing the food bag.

Always include:

Muffins

Butter Spray

Jerky

Ginger Drink

Mint

Sweetener in pink packet

Yoghurt

Granola

Banana

I have also started including a small French Press, ground Illy coffee, half and half and pink sweetener just in case.

Hotel, Navigation and Directions:

The address of the FBO where you will be landing is the following:

FBO:

Atlantic Aviation Ontario, CA
2161 East Avion Street
Ontario, CA 91761
[REDACTED]

The hotel you are staying at is the following:

Hotel:

Mission Inn Hotel
3649 Mission Inn Avenue
Riverside CA, 92501
[REDACTED]

(JE room reservation confirmation # [REDACTED] Pres Suite)

(Deluxe second room confirmation # [REDACTED])

(Jeffrey has two guests joining him for the conference, [REDACTED] and Betina Korek. We have reserved them a room at the Mission Inn – confirmation # [REDACTED])

Larry has organized a car with a **navigation system** but please also have the directions from the FBO to the hotel (and vice versa for the return) printed out from **Google maps**.

Important to note: The conference is not at the Mission Inn on the 19th and 20th. It is at the Esri Conference Center. The address is 380 New York Street, Redlands, CA, 92373. I have looked it up on Google maps and it seems to be approximately 20 minutes from the hotel. I know that transport will be provided but in case JE wants to drive himself please put the directions in the navigator in the car and print him a map.

Lesley has requested an additional **fan** for Jeffrey's bedroom. Please ask about this when checking into the hotel.

Please place the necessary food from the **food bag** in his fridge.

Ask JE if he would like his passport or any other items from his bag placed in the **safe**.

Please put the '**do not disturb**' sign on JE hotel door at night and let the concierge know not to place any calls to the room until a time of JE's choice the next morning.

Please check whether he would like any assistance in ordering coffee and **breakfast** for the mornings.

The conference will be held at the hotel but should JE want to go anywhere else or into LA please print out directions for him and **ALSO** put the destination address into the navigation system before you depart.

Please do a check of the rooms before you leave to make sure nothing is left behind.

Fitness Center:

The hotel has a swimming pool should JE want to swim while he is there.

His swimming shorts are in his clothing bag. His goggles with headphones are in his black bag. There are some flip-flops in the bag that went with his black bag that has his older laptop in it.

Spa Appointments at hotel:

Tuesday 18th:

2:00-4:00 - Jeffrey: Kelly's Fountain of Youth Spa Treatment at the Mission Inn Spa

2:00-4:00 - [REDACTED]: Hydrating Marine Wrap (50 min) followed by a Healing Massage(50 min)
Mission Inn Spa

Wednesday 19th:

1pm - Healing massage currently under [REDACTED] name. (I will have this updated and be in touch regarding the change)

Important Contact numbers:

Larry - [REDACTED]

Lesley (Office) - [REDACTED]

[REDACTED] - [REDACTED]

[REDACTED] - [REDACTED]

Mission Inn Hotel - [REDACTED]

Esri Conference Center - [REDACTED]

Rebecca Rex - [REDACTED]

[REDACTED]
(Assistant to Richard Saul Wurman)

[REDACTED] - [REDACTED]

(JE's guest at conference)