

### Where we're located

- Our office is on the 27<sup>th</sup> and 28<sup>th</sup> floors of [TELUS House](#) (10020 – 100 Street NW) in downtown Edmonton. TELUS House is located behind ATB Place on the south side of ATB Plaza.

### Getting here

- Paid public parking is available in several nearby lots, the closest being underground at ATB Place or the surface lot behind MacEwan's Alberta College campus.
- Central Station is the closest LRT station, which you can access through the pedway system off concourse level of our building.

### Before you attend your meeting

- Approximately 24 hours before your meeting, you'll receive an email with a pre-registration questionnaire that will ask you to provide details about yourself.
- Once you complete the questionnaire, you'll receive a QR code via email.

### When you arrive

- When you arrive at TELUS House, please visit the TrioVest Security desk in the building's lobby.
- Use the middle bank of elevators to go to the 27<sup>th</sup> floor and go to the Reception desk to sign in at the iPad using your QR code or to complete your questionnaire if you didn't complete it in advance.
- Your meeting host will be notified of your arrival and come greet you in CPSA's lobby.
- Please help yourself to the self-serve coffee/beverage bars outside our meeting rooms. Help us keep our office tidy by placing dirty dishes in the bins located in the coffee bars.

### Before you leave

- After your meeting, please return your visitor pass to your meeting organizer.
- If you are leaving after hours, place the visitor pass in the "after hours drop off" slot located on the right side of the Reception desk (nearest to the hallway).

### In case of emergency

- If an alarm sounds, check in with your meeting organizer/department contact immediately and collect all your personal belongings (coat, purse/bag, etc.).
- If the standby tone (slow, repetitive single beeps) goes off, exit the office space immediately and meet in CPSA's elevator lobbies on the 27<sup>th</sup> or 28<sup>th</sup> floors to await further instructions. You will either hear an announcement to evacuate the building or the all-clear will be given, at which point you can return to your meeting.
- If the evacuation tone (fast, continuous beeps) sounds, proceed to the nearest stairwell and evacuate to CPSA's muster point: Scotia Square Dentistry on the main floor of Rice Howard Place.
  - Please do not take beverages into the stairwell when evacuating or attempt to retrieve your vehicle from the parkade.
- Once you have reached the muster point, locate your meeting organizer/department contact and let them know you have safely evacuated the building. Await the all-clear announcement, at which point you can return to CPSA's offices.

Please contact your meeting organizer if you have any questions.

**We look forward to seeing you at CPSA!**