

**FRIDAY, August 3, 2018**

**Haus Venusberg Bonn, Germany**

**TODAY'S EVENING SCHEDULE – 17:00 Closing Ceremony in the AULA–** Please be on time

**CLOSING DINNER – We will be eating in our regular shifts**

Dinner is for ALL on-site and off-site participants (your name tag serves as your dinner ticket)

**CHECK-OUT in Haus Venusberg:** The official check out time is by 9:30 Saturday for everyone leaving after the first week. You must turn in your key at the front desk. If you leave earlier than 7:30 please drop your key in the dropbox at the reception.
You are asked to place your towels in the sink or the shower. You are to strip the sheets off of your bed and place them in front of the room door. **CHECK-OUT in V-Hotel is 12:00 and CHECK-OUT in Youth Hostel: Please check with the reception at these locations for check out procedures.**

**CERTIFICATES OF PARTICIPATION** – Your morning instructor will give you ONE certificate of participation. Fill in your classes, hours attended, and have your instructors sign the sheet. Take your certificate to your afternoon class for that person to sign.

**TURN IN COURSE EVALUATIONS:** Be sure to complete your course evaluations (everyone) for the first week. They provide feedback that is important to improving ICASSI. You should have received the course evaluation from your instructors yesterday and you are to return them to the instructor today. After ICASSI you will be sent an invitation to fill out an overall evaluation online after ICASSI. We highly value your input and we thank you for helping ICASSI grow. It will be sent electronically.

**ICASSI PHOTOS ARE READY TO PICK UP:** Your photos will be ready to pick up at the coffee break at the table outside of the office. Be sure to pick them up if you are leaving this weekend, your payment did not include postage.

**RECORDINGS:** You can order plenary lectures at this same location.

**TIPS FOR STAFF:** We will be collecting tip money for staff who have been waiting on us and helping us throughout our stay at ICASSI. We will collect money as you exit the plenary and/or as you enter the Closing Ceremony. We will present the tips to the staff tonight.

**DIRECTORY:** The directory of all participants and faculty of 2018, together with the flyer for ICASSI 2019 in Sibiu, Romania will be emailed to you after ICASSI. It will be ordered by countries and then last names, so make sure you remember either of these for the friends you made here and you wish to stay in contact with.

**WEEKEND TRIPS:** Wewill leave for the trips in front of Building 3 Haus Venusberg. The time of departure is:

9:00 on Saturday and 9:45 on Sunday. Please arrive 15 minutes early. Have fun!

**MEAL TIMES ON WEEKEND** – Breakfast at Haus Venusberg is from 7:30 – 10:00. Participants in V-Hotel and Youth Hostel, please check at your reception desks about breakfast hours. Saturday dinner is not included in your accommodation charges. Dinner will be served Sunday evening at Haus Venusberg from 6-7:30 p.m. We will continue to have seatings: 18:00 and 18:45.

**SUNDAY EVENING -** On Sunday evening we will be welcoming the participants coming in for the second week. There will be a Welcome Ceremony 8.00 p.m. in the Aula. Please attend and give them a big ICASSI welcome.

**Talent night Wednesday August 8:** While you are relaxing this weekend we invite you to consider offering a short item of song, music, dance, poetry, for the talent night either individually or as a group.  Please contact Magnus Irvine, coordinator of the Children’s program with your offerings.

**BOOKSTORE:** The bookstore **is in the basement of Building 3 of Haus Venusberg**. Open hours are 10:30-10:45 a.m., 1:45-2:15 p.m., and 4:30-5:00 p.m. through Friday. This newsletter is also available on social media. Please go to icassi.net or on facebook @icassiofficial

**ICASSI Office:** The office is located in room 3.3. You are requested to respect that the staff has many tasks. Please visit **Mondays thru Fridays: 08:30 – 09:00, 10:30-11:00, 13:00-14:30 and 16:45 – 17:45 p.m.**

Good-Bye to everyone who is leaving! Safe travels! See you in Sibiu, Romania July 14-27, 2019. Register Early!