

# Customer Training Experience – Berkeley, CA

## Training Location

Siemens Healthineers  
725 Potter Street  
Berkeley, CA 94710

### Hotel Information

A room will be reserved (in your name) at the following hotel:

Doubletree by Hilton Hotel  
200 Marina Blvd.  
Berkeley, CA 94710  
510-548-7920

Siemens covers your room, tax and parking. At check-in, you will be asked to present a credit card for miscellaneous expenses (e.g., movies, food and beverage charges, additional lodging, etc.).

**NOTE:** When submitting a credit card to the hotel to cover either incidentals or costs associated with an early arrival or an extended stay, please be aware that if you use a debit card, there is an automatic hold per day for incidentals. This hold may take up to 7 to 10 business days to be released after your departure. **Contact the hotel directly to confirm the amount of the daily charge or if you any have questions.**

## Meals

Your meals will be provided.

Breakfast and Lunch will be delivered daily to the Siemens Healthineers facility.  
For dinner, there is a restaurant in the Doubletree (**The Berkeley Boathouse**) which is open until 11:00 PM daily – the Doubletree does offer room service. Your evening meals will be charged to Siemens.

Note upon check-in at the hotel, you will receive a name badge which serves as your identification for the daily Broadway Elite shuttle.

## What to Wear

The dress code is business casual. For safety reasons, open-toed shoes are prohibited. Shoulder-length hair should be tied back. Since lecture rooms can be cool, please bring a jacket or sweater with you. Comfort is key.

Personal Protective Equipment (PPE) is required in the lab. Note that these items are supplied at the training center. Prescription eyewear must have side shields.

## Transportation to and from the Hotel to Siemens

Shuttle Transportation (Broadway Elite - (973-515-8808 or 800-880-4414 press #2 for dispatch) - departs from the hotel lobby promptly at **7:30 am** daily for transportation to Siemens.

Shuttle Transportation (Broadway Elite) departs from Siemens to the hotel at 4:00 pm.

## Traveling by Car

Plan to arrive at the hotel the day before class. Please go to for driving directions to the hotel.

See Hotel Information above for the address.

### Mileage/Toll Reimbursement

The following summarizes the reimbursement process:

- Please calculate the roundtrip miles from your home to the hotel using an online map website -- e.g., [www.mapquest.com](http://www.mapquest.com).
- A Travel Reimbursement form will be provided to you.
- Send your reimbursement form, mileage sheet and toll receipts to – [jeanne.letizia@siemens-healthineers.com](mailto:jeanne.letizia@siemens-healthineers.com) who will submit for processing.
- Once all reimbursement information is collected, a check made payable to your facility will be processed and mailed via Federal Express to your facility address. Your facility will be required to reimburse you. Please allow 5 weeks for processing.
- Please note that mileage and tolls reimbursement cannot exceed the price of a round trip airline or train ticket.