**Workshop Venue: Logix Federal Credit Union**

**2340 Hollywood Way**

**Burbank, CA 91510**

**Venue Host**

Jeanette Kerth, Training & Organization Development

Office: 818-565-2121, Mobile: 310-709-5338

**Building**

Building sign says Logix - Smarter Banking, 2340 Hollywood Way, Burbank, CA 91510

**Parking**

We have free onsite parking in front of the building main entrance is on Vanowen St., or our back entrance at the lighted intersection of Hollywood Way & Valhalla.

**Security Entry**

Enter the building in our main entrance to the lobby, not the Branch entrance. Each morning arrive requires a sign in at the Lobby Desk to get a visitor badge

**Nearest Airport**

Logix FCU office is literally catty corner to the Burbank/Bob Hope airport.  Burbank airport has two terminals and is very easy to get in & out.  For convenience – she may want to fly into there (it tends to be pricier than LAX, but convenience may be key).

**Nearest Hotel and Restaurant**

The Marriott Hotel on Hollywood Way has a good restaurant, The Daily Grill inside.  The hotel is across the street the Burbank airport and within a few minutes of our office.

**Recommended Attire**

We recommend dressing in light layers because temperature in our conference room fluctuates.

We’re in a financial service environment so dress code is professional casual, just no sleeveless tops (or throw a sweater or jacket over it while inside the building).

For safety shoes must have a back to it; so no clogs, sandals/open toe shoe (peep toe or slingback is fine).