

**Welcome to the Center for Executive Education, University of Pittsburgh:**

**To: Program Attendees**  
**From: Center for Executive Education, Joseph M. Katz Graduate School of Business, University of Pittsburgh**

*Welcome to the University of Pittsburgh, the Center for Executive Education in Mellon Financial Corporation Hall, Alumni Hall.*

The following information is provided for your convenience while you are attending the program administered by the Center for Fiduciary Studies (CFS):

- The classroom, 531 Mellon Hall, is located on the 5th Floor of Alumni Hall. Enter the building on the Tennyson Ave. side of the building. The elevators will be directly on your left. After exiting the elevator on the 5th Floor you will enter a small entrance hallway continue straight ahead through the double doors – make a quick left then a quick right and the classroom will be straight ahead.
- Beverages will be available in the kitchen area nearest the classroom. Breakfast and lunch will also be served each day.
- Restrooms are located at the end of the entrance area at the 5th Floor elevators.
- There are telephones located in our Communications Room for your use.
  - For LOCAL calls dial 9 + the area code and number. The number for CFS is (412) 741-8140.
  - For LONG DISTANCE dial 91 + the area code and number.
  - You will be required to use a credit card for any long distance calls.
- Please refer all phone messages to the Center for Executive Education's main phone number, 412-648-1600, where a message will be taken and given to you at one of the breaks.
- We will be happy to send and receive faxes for you at our fax number 412-648-1787.
- In accordance with the University of Pittsburgh regulations, smoking is prohibited in the classroom or building.
- If you leave the classroom, please do not leave anything of value unattended.

If you have any questions or problems, please come to our administrative office located down the hall from the classroom. A member of our staff will be available to assist you throughout the program.

We hope you enjoy your time here on the Pitt Campus!