

# Conference Room Check-In Procedure

ROOMS: 356 AND 358

LOCATION: 3433 S HIGUERA ST, SAN LUIS OBISPO, CA - 3RD FLOOR

## Arrival and Identification

- All attendees must present a valid photo ID upon arrival.
- Proceed to the 3rd Floor Reception Desk for check-in.

## Visitor Badge Issuance

- After verification, you will receive a visitor badge.
- The badge must be worn visibly at all times while inside the building.

## Access to Conference Rooms

- Once checked in, you may proceed to Conference Room 356 or 358 for your scheduled meeting.
- Please ensure you arrive on time to avoid delays.

## Badge Return and Departure

- When leaving the 3rd floor, **return your visitor badge** to the receptionist.
- Confirm your departure with the receptionist before exiting the building.

## Important Notes

- **No badge, no entry:** Access to conference rooms will not be permitted without a visitor badge.
- For assistance, contact [ss\\_training@co.slo.ca.us](mailto:ss_training@co.slo.ca.us)