**EXTERNAL AGENDA**

**Name O. Person, Title of Person [Palatino / Times New Roman Bold 10pt]**

Organization / City / Department [Palatino / Times New Roman Regular 10pt]

**Name O. Person**

Organization / City / Department

Month Day, Year

Draft / Final

**Name O. Person**

Organization / City / Department

Instructions

Closed-toe, flat shoes must be worn by tour participants

Directions to Fermilab and contact information are provided on the following pages

Agenda

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 Type extra info here if necessary

Contacts

Name O. Contact

Phone: xxx-xxx-xxxx | email: **name@fnal.gov**

Participants

Name O. Contact xxx-xxx-xxxx cell or office | email: name@fnal.gov

Name O. Contact xxx-xxx-xxxx cell or office | email: name@fnal.gov

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Directions to Fermilab

*Upon arrival at the gate, ask the guard for directions to Wilson Hall. Parking spaces will be reserved for you in the semicircular (1-hour) parking lot in front of the Wilson Hall main entrance.*

Fermilab's main entrance is located at the intersection of Kirk Road and Pine Street in Batavia, Illinois, about 45 miles west of Chicago. Photo I.D. is required to enter Fermilab. The security guard can provide directions to Wilson Hall, Fermilab’s main administrative building.

**From Chicago**

From Chicago, travel west on the Eisenhower (I-290) to I-88. Exit I-88 at the Farnsworth exit and travel north (right turn). Farnsworth becomes Kirk Road. Follow Kirk Road to Pine Street. Turn right at Pine Street, Fermilab's main entrance.

**From O'Hare Airport**

From O'Hare, take I-90 east toward Chicago. After just a couple of miles, take I-294 south toward Indiana. From I-294 take the exit to I-88 toward Aurora. From I-88, take the Farnsworth exit. Turn north (right) onto Farnsworth. Farnsworth becomes Kirk Road. Follow Kirk Road to Pine Street. Turn right on Pine Street, the Main Entrance to Fermilab.

**From Midway Airport**

Take Cicero Avenue North to the Stevenson Expressway South (I-55) to I-355 North (toward Northern Suburbs). Take I-355 to the East-West tollway (I-88). Take I-88 West for approximately 10 miles to the Farnsworth North Exit and turn right. Travel 2.9 miles to the Pine Street entrance to the Fermilab site.

**Maps available online at:** <http://www.fnal.gov/pub/visiting/hours/index.html>