TOOLKIT
for the EndoMarch
ENDOMETRIOSIS
FELLOWSHIP & COURSE
(Stanford Campus, July 2018)

Customized for:
Registered & Waitlisted Students
Thank you again for your interest in joining us for the first ever *EndoMarch Endometriosis Fellowship & Course*, to learn more about one of the most potentially painful and debilitating chronic diseases on record, which affects an estimated 1 in 10 women and girls around the world.

This toolkit will help those registered and/or waitlisted, so that you can have all information in one place, including an overview of the Course & Fellowship schedules, addresses, start dates/times, as well as useful information about directions, parking, security clearance instructions, and Day Before & Day Of contact information for the EndoMarch Headquarters team.

**DAY BEFORE/DAY OF CONTACT**

On the day before or day of the Course start date of Saturday, July 7th, you can contact our *EndoMarch Hotline at (650) 285-1149*, if you encountered any problems or realize you cannot make it to the first day of class, but still would like to stay enrolled in the class. For all other general questions in the interim, please email us at [info@endomarch.org](mailto:info@endomarch.org), and one of our EndoMarch team members will be happy to help.
COURSE ADDRESS & START DATE/TIME

We look forward to meeting everyone soon for the first day of class, which takes place in the Li Ka Shing Center for Learning and Knowledge, Seminar Room LK#304/305 on **Saturday, July 7th, from 10:00 am - 12:00 pm**, at the following Stanford Campus address:

**STANFORD UNIVERSITY**  
Li Ka Shing Center for Learning and Knowledge  
291 Campus Drive  
Seminar Room LK 304/305 (3rd Floor)  
Palo Alto, California, 94305

And Course Start Date/Times are as follows:

**CLASSROOM COURSE SCHEDULE: 4 WEEKS**

- **START:** Saturday, July 7, 2018  
- **END:** Saturday, July 28, 2018  
- **DAYS/TIME:** Saturdays, 10:00 am – 12:00 pm (Li Ka Shing Center)  
- **DATES:** 7/7/2018, 7/14/2018, 7/21/2018, 7/28/2018

**IMPORTANT NOTE #1 – BRING YOUR GOV.-ISSUED PHOTO I.D.**

UPDATED NOTE: The lobby of the Li Ka Shing Center does not have reception or security personnel at the front desk on weekends. Therefore, please just head toward the elevators to the left of the lobby front doors, to go to the 3rd floor where our classroom #LK304/305 is located. We still think it’s a good idea to bring your I.D., but you can just head toward the elevators to your left from the front entry lobby.
**IMPORTANT NOTE #2 – SHOW UP ON TIME/EARLY FOR FIRST DAY**

For the first day of class, it's important that you arrive on time, or even early, so that you don't miss key announcements that the Professor will make at the beginning of class.

If you are driving, please keep in mind that there can be a lot of traffic and on-going constructions on the Stanford Campus, so it is our recommendation that you leave early and plan to arrive earlier than the 10:00 am start time. Walking from the parking Lot 15 is less than a minute walking distance away from the front door of the Li Ka Shing Center. However, if you park on other parking garages or lots, it could take up to 10-12 minutes to walk to the building & arrive at the classroom, so you will need to factor that into your planning.

**IMPORTANT NOTE #3 – CONTACT US IF YOU CAN’T MAKE FIRST DAY**

As mentioned previously, please note that this course is very popular and therefore has a long waitlist. So, it's also important that you notify us as soon as possible at info@endomarch.org, or on the EndoMarch Hotline at (650) 285-1149, if you think you will be unable to make the first day of class. For those who do not show up on the first day of class and do not contact us, we most likely would need to give your seat away to one of the waitlisted students. Exceptions can be made, but do just let us know so we can inform the Professors and make necessary arrangements.

**DIRECTIONS TO LI KA SHING CENTER AT STANFORD UNIVERSITY**

Click here for a Google Map & directions to the Li Ka Shing Center for Learning and Knowledge, located at 291 Campus Drive, Palo Alto, California, 94305. *(Note: Google Maps lists the city as ‘Stanford’, but most GPS apps will have the city listed still as ‘Palo Alto’).*

The Li Ka Shing building is located between the Beckman Center and the Fairchild Center, and the main entrance is located on the south side of the building facing Campus Drive.

Click here to see the website for the Li Ka Shing Center, which has other general information for visitors.
PARKING

UPDATED PARKING INFORMATION

PARKING – STANFORD

We recommend as a first choice that you park at a parking lot called the “Beckman/Li Ka Shing Lot 15” (Beckman L-15), which is just about a 1-minute walk from the Li Ka Shing Center and is located at 287-283 Campus Drive, Stanford, 94305. On Saturdays, this parking lot is free and visitors may park in any available spaces, including in those that say reserved, as the reserved spots are not enforced on Saturdays.

Click here for more information about the Lot 15 surface parking lot.

Click here for a Google Map of and directions to the Lot 15 surface parking lot.

SECOND CHOICE PARKING – Lot 17, Parking Structure #5.

Although Lot 15 should have plenty of spaces of available, if for some reason it is full, the second choice for parking is a parking garage called “Lot 17 (L-17) Parking Structure #5.” Parking at Lot 17 is also free all day on Saturdays. However, this parking garage is about a 10 minute walk away from the Li Ka Shing Center, and so bear this in mind when planning your trip.

Click here for directions, a map, and more information about Parking Structure #5. Once you’ve arrived at the garage, drive to the top level and obtain a ‘Scratcher Parking Card’ from the Medicine X parking attendant that should be present. If there is no attendant present, you can self-park.

OTHER USEFUL TIPS

EndoMarch team members will be available during and after class, to help you with any questions you may have. However, see below for a short list of FAQS.

WHAT TO BRING TO CLASS

Bring a laptop if you have one, as there may be articles or other handouts that will be uploaded via the online forum we will have active beginning the first day of class. There will be nearby outlets for your laptop or other devises.

If you don’t have a laptop, no worries, as pen and paper will also be fine to take notes. There are no tests in this Course or Fellowship, but it’s always a good idea to take notes.
TURN OFF CELL PHONES
With the exception of laptops, the Professor may ask you to turn all other devices off. For your laptop, make sure to mute/turn the sound off.

PUBLIC RESTROOMS
There are public restrooms available inside of the Li Ka Shing Center, on each floor of the building. They are located down the hall, beyond the elevator.

FOOD/DRINKS
UPDATE INFORMATION ABOUT FOOD & DRINKS
In the morning, we will have coffee & water available on the table outside of the classroom, which you may bring with you into class. After class, we will be providing everyone with a catered lunch & beverages, which you could take to-go, or eat there in the hallway where you can mingle with other students, the EndoMarch staff, or Professors & other Guest Speakers if they are available.

ABSENCES
We know that absences from class sometimes are unavoidable. Just email us at info@endomarch.org, if you have missed class or know you will miss a class in advance, and would like to find out what you missed.
## COURSE SYLLABUS

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FELLOWSHIP START DATE/TIME & USEFUL TIPS

The first day of the Fellowship is for Orientation only, and takes place on Monday, July 9th, at the Nezhat Institute in Palo Alto, where you can stop by anytime between 9:00 am – 4:00 pm, to pick up your Orientation Packet, receive your assigned Fellowship Schedule, or request a customized one, and have a chance to ask questions. The Nezhat Institute is located at the following address:

NEZHAT INSTITUTE
900 Welch Road
Suite 403 (4th Floor)
Palo Alto, CA., 94304
(650) 327-8778
info@endomarch.org

The Fellowship Schedule is as follows:

FELLOWSHIP SCHEDULE: 8 WEEKS
START: Monday, July 9, 2018
END: Friday, August 24, 2018
DAYS: Monday – Friday (ONCE OR TWICE PER WEEK)
TIME: 6:30 am* – 5:00 pm (OR START & FINISH TIMES MAY VARY)

ADDITIONAL FELLOWSHIP INFORMATION
All questions about the Fellowship scheduling and accommodations will be answered and established during the in-person Orientation Day. On the day of orientation, each student will be seen one by one by Professor Camran Nezhat's fellows, who will be helping with this specific task of scheduling and coordinating the Fellowship. For those who cannot make this first Orientation Day, please email us at info@endomarch.org, to make alternative arrangements to get your Orientation completed. Concerning your Fellowship schedule, if for some reason the assigned schedule won't work for you, we will take down your first choice and second choice requests for alternative Fellowship dates. However, please note that we may not be able to accommodate everyone's schedule and those with special requests would need to be processed after the assigned schedules are confirmed first. And finally, please note that the Fellowship schedule may be only one day per week, in order to accommodate everyone’s schedules.
THANK YOU

Thank you again for registering for the *Endometriosis Fellowship & Course*, sponsored by Worldwide EndoMarch and the Nezhat Family Foundation. We look forward to seeing everyone soon!

AND THANK YOU TO OUR SPONSOR

And a special thank you to Team Lumenis, for their generous sponsorship of this program...

The Worldwide EndoMarch *Endometriosis Fellowship & Course* is an initiative of the Worldwide EndoMarch and Nezhat Family Foundation, and is supported through a generous sponsorship from Lumenis, a global leader in the field of minimally invasive clinical solutions for women’s health. We would like to also thank the University of California, San Francisco and Stanford University for their generous donations of classroom spaces & other supporting services.

Thank you for your support!

Worldwide EndoMarch

[www.endomarch.org](http://www.endomarch.org)

info@endomarch.org