



KNOW BEFORE YOU GO

Attendee Event Information

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OVERVIEW

What is ZyFest 2022? ZyFest 2022 is a companywide event celebrating Zywave.

When is ZyFest 2022? ZyFest 2022 is being held on August 2-3, 2022.

- August 2: 1 pm-10 pm
- August 3: 8:30 am-4 pm

Where is ZyFest being held? ZyFest is being held at Henry Maier Festival Park also known as the Summerfest Grounds.

Henry Maier Festival Park (aka the Summerfest Grounds)
200 N Harbor Drive
Milwaukee, WI 53202

- If driving, please park in Lot A as marked for Event Guests
- Overflow lots will be available if needed so follow attendant instructions
- Enter through Mid-Gate located off Lincoln Memorial Drive

Where can I learn more about ZyFest 2022? Please visit the ZyFest website for more information – <https://ZyFest.zywave.net>



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AGENDA OVERVIEW

Detailed agenda information will be available at the event. Here is an overview of what is scheduled:

Tuesday, August 2 – Gates open at 12 pm. The first presentation starts at 1 pm. Allow yourself plenty of time to park, go through security, and find a seat.

Buses will depart from hotels starting at 11:30 am. Please plan to stay on property for the remainder of the day. Evening activities will end at 10 pm.

- 1 pm - Welcome & Town Hall
 - ZyFest kickoff from CEO, Jason Liu
 - Company updates and plans from the Senior Leadership Team (SLT)
 - Employee stories and recognition
- 3 pm - Professional Development Breakout Sessions
- 5 pm - Team Building Breakout Sessions
- 6:30 pm - Dinner, drinks, Lip Sync competition, and live musical entertainment

Wednesday, August 3 – Gates open at 7:30am. The first presentation starts at 8:30 am. Allow yourself plenty of time to park, go through security, and find a seat.

Buses will depart from hotels starting at 7:30 am. Please plan to stay on property until the event concludes at 4 pm.

- 8:30 am - General Session
 - External keynote speaker
 - Zywave Leadership Q&A session
- 10:00 am - Line of Business Breakout Sessions
- 11:00 am - Personal Growth Breakout Sessions
- 12:00 pm - Lunch
- 1:30 pm - Personal Growth Breakout Sessions
- 2:30 pm - General Session
 - Customer Panel
 - Closing remarks from Jason Liu



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VENUE

ZyFest 2022 is being held at the Summerfest Grounds in Milwaukee. Here is an overview of the venue space we are using:



Will there be security screening at the entrance? Yes, bags will be searched and you will walk through a metal detector as part of standard screening protocols for the venue.

TRAVEL AND TRANSPORTATION

When should I be in Milwaukee? Please check with your supervisor about pre-/post- ZyFest meetings that may be scheduled. Make sure to arrive in Milwaukee prior to the start time of any pre-ZyFest meetings and plan to stay until ZyFest, or any departmental post-ZyFest meetings end.

Do I need to rent a car? No - there should be no need to rent a car. Transportation will be provided between the hotels and Summerfest. Transportation to and from the airport should be paid for and expensed by you following company expense policies. Uber vouchers are being created and will be available by department. Please check the ZyFest website on Friday, 7/29, for more details.



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What if my flight gets canceled? Relax! We have multiple days of content planned. If you can still arrive in Milwaukee by Tuesday night or early Wednesday, please come. Please send an email to marketing.communications@zywave.com if your travel plans change.

Can I Uber to/from ZyFest and expense the fare? Uber vouchers are being created and will be available by department. Please check the ZyFest website on Friday, 7/29, for more details. Ubers are not to be used in place of the arranged shuttle buses. Buses will be running between the three staff hotels and the Summerfest grounds.

HOTEL INFORMATION

Do I need to make a hotel reservation? You do NOT need to reserve a hotel room through Concur. Zywave has arranged reservations for those who requested one as part of their RSVP.

Is everyone staying at a hotel? No – hotel reservations have been made for out-of-town employees only.

How will I find out which hotel I'm staying at? You will receive a reservation confirmation email directly from the hotel. Once you have received your confirmation, please contact the hotel directly with any changes to your travel plans. *All additions to reservations must be made by **EOD on Thursday 7/28**. Any cancellations, due to unforeseen circumstances such as illness or flight delays/cancellations, can be made at any time.*

What do I do if I did not receive a hotel reservation confirmation? Please send an email to marketing.communications@zywave.com and someone from the Events Team will investigate. *Make sure to check your Junk, Spam, and Other folders before reaching out.*

Which hotels are Team Z staying at during ZyFest? Team Z will be staying at the following hotels during ZyFest 2022:

- **Hilton Milwaukee City Center** – 509 W Wisconsin Avenue, Milwaukee, WI 53203
- **The Pfister Hotel** - 424 East Wisconsin Avenue, Milwaukee Wisconsin 53202-4406
- **Renaissance Milwaukee West Hotel** – 2300 North Mayfair Road, Wauwatosa, WI 53226

Guests staying at the hotels will have breakfast provided the morning of August 3.

Do I need to pay for my hotel room during ZyFest? Your room and tax will be covered by Zywave; a credit card will need to be provided at check in for any incidentals that you may incur personally.

How do I get from the hotel to ZyFest? Shuttle transportation has been arranged between each of the ZyFest hotels and the Summerfest Grounds.



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What can I do with my luggage if I'm leaving for the airport right after ZyFest on Wednesday, 8/3?

Please bring your luggage with you on the bus when you leave the hotel on Wednesday morning. We will safely store it for you until the end of the day. At the conclusion of ZyFest on August 3rd, we will transport you (and your luggage) to Milwaukee's General Mitchell Airport. Luggage cannot be stored on the Summerfest grounds.

SHUTTLES

Shuttles have been arranged to travel between the hotels and ZyFest per the following schedule.

Tuesday, August 2, 2022	
11:30am	Bus loads and departs the Renaissance
11:35am	Buses load and departs Zywave HQ
11:45am	Buses load and depart from Hilton and Pfister
12:15pm	Final buses depart from Hilton and Pfister (for stragglers only!)
8:30pm – 10:00pm	Buses begin looping to Hilton and Pfister for anyone who wants to leave early
10:00pm	Event ends, buses load and depart to Hilton & Pfister
10:30pm	Bus loads and departs to Renaissance
Wednesday, August 3, 2022	
7:30am	Bus loads and departs the Renaissance
7:45am	Buses load and depart from Hilton and Pfister
8:05am	Final buses depart from Hilton & Pfister (for stragglers only!)
4:15pm	Bus #1 to MKE airport loads and departs
4:30pm	Buses load and return attendees to all hotels
5:15pm	Bus #2 to MKE airport loads and departs

Will there be shuttles driving to Summerfest grounds from the office? Yes, Tuesday 8/2 only. See above schedule. *Note: Local employees are still expected to drive to the Summerfest grounds. A bus will NOT be returning to HQs at the end of the night.

I'm not a Night Owl, will there be a shuttle to take me back to the hotel before the end of the night?
Yes, shuttles will begin running at 8:30 pm.

Will there be a shuttle to the Milwaukee Airport on Wednesday? Yes, we will have shuttle running that will go from ZyFest to the Milwaukee airport on Wednesday afternoon.



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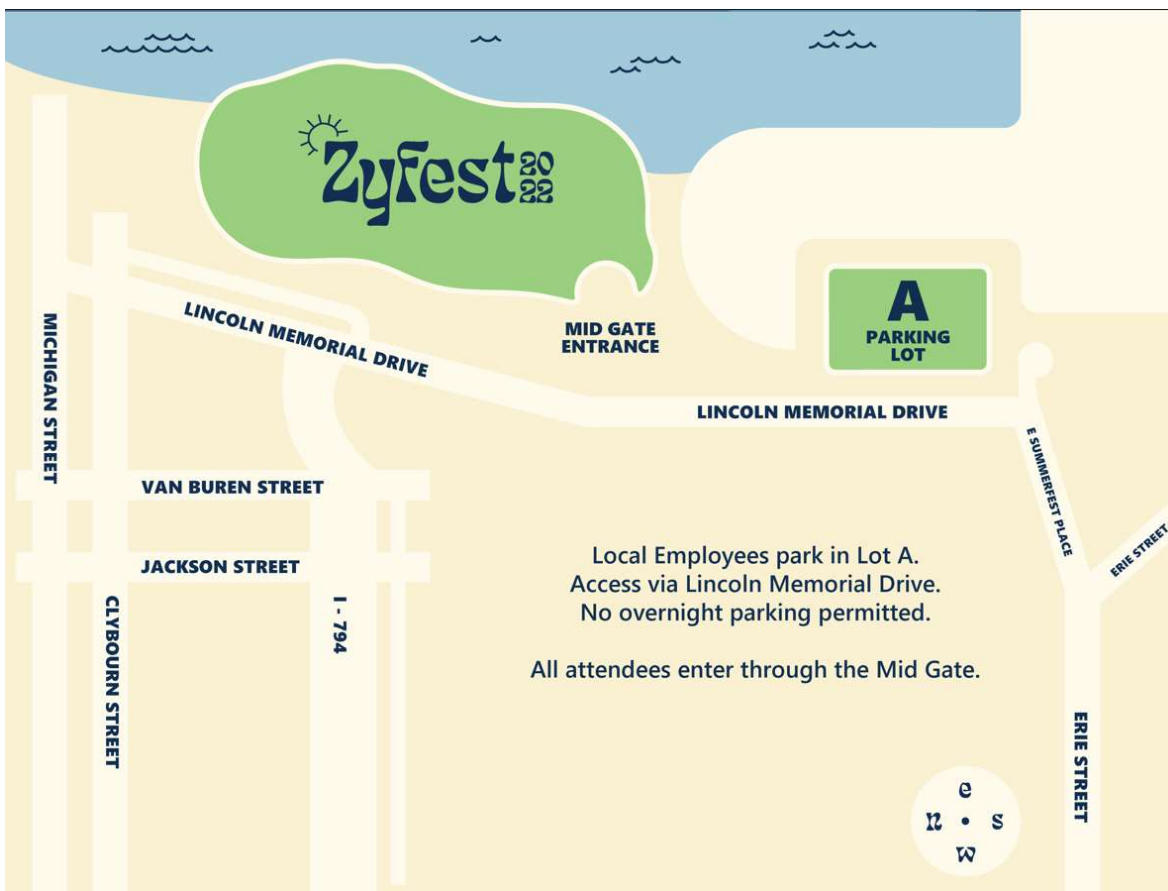
MILWAUKEE LOCALS

Who is defined as a “local”? If you reside in Milwaukee, Racine, Waukesha, Washington, or Ozaukee County you are considered “local” and within a short driving distance to Summerfest Grounds.

Is there parking available at ZyFest? Yes, there will be free parking available in Lot A at the Summerfest Grounds. You access Lot A from Lincoln Memorial Drive – look for the “Lot A” sign. Overflow parking is available in Lot M.

Can I leave my car overnight at the Summerfest Grounds? No – overnight parking is not allowed due to a city of Milwaukee ordinance. Please plan your roundtrip transportation in advance.

Note: The walk from Lot A to the Mid-Gate entrance is approximately 5 minutes.





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COVID-19 PROTOCOLS

What COVID safety protocols will be in place for ZyFest? ZyFest will follow any local governmental guidelines related to COVID safety at the time of the event. Given the event is outdoors and travel has resumed without restriction, masking is optional and testing will not be required.

If you do not feel well, please alert your manager and do not attend ZyFest

Can I wear a mask during ZyFest? Yes, if you would feel more comfortable to wear a mask during ZyFest, please do. Masks are optional and disposable masks will be available onsite. There will be 1-2 buses to leave the downtown hotels and ZyFest that will be mask mandated buses.

How are we managing social distance preferences? There will be stickers available onsite you can add to your nametag that designates your social distancing preference. Please be respectful of your co-workers' preferences.

- Green = Ok with distance of 6' feet or less
- Yellow = Asking for distance of 6' feet
- Red = Asking for distance of greater than 6'

OTHER

Should I bring my computer to the event? No - Summerfest Grounds has limitations on the size of bags that can be brought inside the gates. Laptops will not be permitted because of this. We are encouraging attendees to enjoy the face-to-face interactions with your colleagues and leave your laptops behind for the day and a half you'll be at ZyFest!

Is there Wi-Fi available at the venue? No. Wi-Fi will not be available on the Summerfest Grounds for attendees.

What should I wear to ZyFest? Dress comfortably yet appropriately for the weather. There will be a fair amount of walking involved so please wear comfortable shoes. Business attire is not required, shorts and sandals are acceptable. A ZyFest t-shirt will be provided for each attendee at lunch on Wednesday. We will be asking all employees to wear the shirt for a group photo during the closing session on Wednesday. Sunscreen will be available & rain ponchos will be provided in the event of rain.

What will the weather be like? Anything is possible! Temperatures in Milwaukee during August could range from 60-90 degrees, being cooler at night and cooler along the lakeshore which is where ZyFest will be hosted. Bring layers and be prepared for all scenarios. Misting stations will be available onsite.

Do I need to bring a water bottle? No need to bring your own water bottle as there will be plenty of water available throughout ZyFest.



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What resources are available to help individuals with limited mobility? Summerfest Grounds have a handful of wheelchairs available for guest use. There will also be golf carts on site to shuttle people to various parts of the venue who will not be able to walk in the allotted passing time between sessions. Some presentations will have seating available on a raised stage. Stairs and elevator lifts are available. Please notify an events team member of mobility concerns when you check-in at the registration desk.

Advance notification of medical or mobility assistance can be submitted to marketing.communications@zywave.com to ensure appropriate resources are planned.

What food options will be available during ZyFest? We don't have the specific menu to share for Zyfest, but we are making selections to accommodate dietary restrictions and food allergies. Food items will also be labeled GF, Vegan, Vegetarian. The following meals will be provided:

- Tuesday night dinner
- Tuesday late night snacks
- Wednesday lunch
- Wednesday afternoon snacks

Is there a designated smoker's area at Summerfest? Yes – there will be a Smoke Break area next to the grassy area. Please look for the sign designating the area. Employees should not be using vaping or smokeless devices during company presentations.

Will there be a Mother's Room at ZyFest? Yes! You can go to Guest Services or find a member of the ZyFest Events Team (in the yellow Flight Crew shirts) and they will direct you to the Mother's Room.

Will there be a location to charge my mobile phone? Yes – there are outlets throughout the Summerfest Grounds. Please remember to bring your charging cords.

Will there be a photographer at ZyFest? Yes! There will be a photographer at ZyFest helping us to capture the event. We may post them on our company website and/or social media pages. *Please notify a ZyFest staff member if you do not want to be photographed.*