



**American Cotton  
Shippers Association  
International Cotton Institute  
at the University of Memphis**

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# **Participant Handbook**

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THE UNIVERSITY OF  
**MEMPHIS.**



# INTRODUCTION

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**Welcome to the  
2009 American Cotton Shippers Association  
International Cotton Institute at the University of Memphis!**

We have put together a first rate program and look forward to having you at this year's Institute. Hundreds of individuals have increased their knowledge of the cotton industry through the lectures, field trips, and hands-on cotton classing instruction that make this program unique.

This student handbook has been designed to assist you in preparing for your time at the University of Memphis, and will serve as a reference for you during the Institute. The handbook includes general information for all participants and special sections each for residential and non-residential participants.

As always you can contact the Institute staff at [cotton@memphis.edu](mailto:cotton@memphis.edu) or via phone at 901.678.1356. We hope you find the enclosed information helpful.

We look forward to seeing you in May!

For additional information about the city of Memphis and the University visit these websites:

**Memphis Convention and Visitors Bureau**  
<http://www.memphistravel.com/>

**The University of Memphis**  
<http://www.memphis.edu/>

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# PREPARATION FOR THE INSTITUTE

## ITEMS TO BRING

- Passport and Visa - Check your visa carefully to ensure that it includes the full length of your stay in the United States.
- International calling card for long distance calls
- Cellular Phone (with International calling capability) plus all necessary cords and adaptors
- Converter for personal appliances
- U.S. Currency to ease entrance into U.S.
- Credit card for hotel incidentals
- Laptop computer and all necessary power cords and adaptors (NOTE—Sleeping Rooms at Fogelman Executive Center have internet access, and the Common Room for residential guests has wireless access)
- Simple calculator
- Light and comfortable business casual attire for class time, field trips and weekends
- Business attire suitable for special occasions
- Any recreational clothes you may need (i.e. athletic clothes)

## WEATHER INFORMATION

Memphis weather is pleasant and warm in May, June and July. According to the National Weather Service temperatures range as follows:

	High	Low
May	81/27 (F/C)	61/16 (F/C)
June	86/30 (F/C)	70/21 (F/C)
July	92/33 (F/C)	73/23 (F/C)

## ARRIVAL INFORMATION

Institute sessions will begin at 8:30 am on Wednesday, May 27. If traveling to Memphis, please plan to arrive no later than Tuesday, May 26. Participants staying at the Fogelman Executive Center (FEC) may check into their rooms on Tuesday, May 26, after 3:00 pm.

*NOTE: Rooms at FEC will not be available until May 26.* If you are arriving in Memphis prior to this date, please contact the Institute staff for hotel suggestions.

The Memphis International Airport is a short distance from the University of Memphis. The Fogelman Executive Center/Holiday Inn Shuttle is available for arrivals prior to 10pm to transport you from the airport free of charge. However, you must schedule in advance. In order to schedule the shuttle, submit your arrival information to Christie Johnston at 901.678.1356 or cotton@memphis.edu no later than **May 22, 2009**.

Taxis are readily available just outside of the airport baggage claim area. A taxi to the Fogelman Executive Center (330 Innovation Drive, Memphis, TN, 38152) will cost approximately \$20 USD.

## PREPARATION FOR THE INSTITUTE (cont.)

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### MEMPHIS, TN

Situated in the heart of Memphis, the University provides visitors with access to all that the city has to offer. Just a short distance away you'll find a world-class zoo, botanic gardens, museums, restaurants, and convenient shopping. Known universally as the "Home of the Blues", Memphis has a rich musical history that can be enjoyed on the world famous Beale Street. You will without a doubt enjoy experiencing some of what this great city has to offer!

Be sure to look on page 13 of this handbook for more sites  
and sounds in Memphis!

# GENERAL PROGRAM INFORMATION

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## CLASS SCHEDULE

Classes will be held Monday through Friday from 8:30 am until 5:00 pm. Typically the morning will be spent in guest faculty lectures followed by lunch. In the afternoon, participants will continue with classroom lectures and will attend Cotton Classing lessons.

## FIELD TRIPS

Field trips are an integral part of the Institute program and provide the opportunity for valuable on-site instruction. Below we have highlighted this year's scheduled excursions.

May 28 & 29 - Overnight Trip to Mississippi Delta  
TBD - Riverbend Warehouse  
TBD - USDA Headquarters  
TBD- Trip to North Carolina

NOTE: Dates are subject to change.

## GRADING

Course Instructors will grade participants. A minimum 70% average is needed to graduate successfully from the Institute. 75% of your grade will be based on the lecture portion of the Institute and 25% will be based on the Cotton Classing course. Four (4) exams will be given on the lecture portion of the program and three (3) in Cotton Classing. The top participants will graduate with distinction.

## ABSENCES

Requests to be absent for any portion of the program should be directed to the Institute Program Director, Bill Griffin. If you know before the Institute certain dates that you will be absent, please communicate those to the Institute Coordinator, Christie Johnston, as soon as possible.

## SUPPLIES AND TEXTBOOKS

The Institute will provide you with one binder in which to put class handouts and notes. You will also be provided with your text book.

Additional supplies can be purchased at our on campus bookstore (located in the University Center) or at several of the stores listed on page 13 of this handbook.

The Institute does require that you bring a simple calculator.

# NON-RESIDENTIAL PARTICIPANTS

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## REGISTRATION

Non-residential participants may pick up registration materials on May 26 or between 7:30 am and 8:30 am on May 27.

On the first day of class, May 27, a complete orientation to the program, including information about the University, will be given.

## PARKING

A parking garage is conveniently located just next to the Fogelman Executive Center. A summer pass may be purchased for this garage. To purchase a parking pass please e-mail Christie Johnston at [cotton@memphis.edu](mailto:cotton@memphis.edu).

## MEALS

Breakfast and lunch every weekday is included in your program fee. Additionally, all special event meals and all field trip meals are included. You will be responsible for your own dinner (with the exception of field trips and leadership dinners).

## FIELD TRIPS

All field trip expenses including meals, transportation and lodging are included in your program fee.

## LIBRARY

The McWherter Library at the University of Memphis has an extensive collection of books and periodicals available to you during the weeks of the Institute.

You are welcome to study at the library during their posted Library Hours. Information about use of the library will be available on Wednesday, May 27.

## FITNESS CENTER

While on campus you will have access to the University's Recreation and Fitness Center which features an Olympic sized swimming pool, weight room, aerobics classes cardiovascular equipment and tennis courts.

For a full listing of classes and amenities please visit the following website:  
<http://www.people.memphis.edu/~studentlife/camprec>.

Information about using the Fitness Center will be available on Wednesday, May 28.

# RESIDENTIAL PARTICIPANTS

## CONTACT INFORMATION FOR RESIDENTIAL PARTICIPANTS

Fogelman Executive Conference Center  
330 Innovation Drive  
Memphis, TN 38152  
901.678.5410 (Phone)  
901.678.5329 (Fax)

## REGISTRATION

Registration materials for Residential Participants will be available at the Fogelman Executive Center front desk upon check in.

On the first day of class, May 27, a complete orientation to the program, including information about the University, will be given.

## AMENITIES

When not attending lectures or classing cotton, residential participants can retreat to the newly renovated fourth floor hotel. Each guest room is equipped with a private bath, queen sized bed, 19" television with remote, work desk with modem ports and a private balcony. The hotel commons area is complete with fireplace, board games, television, and a kitchenette.

## TRANSPORTATION AND PARKING

### Driving Directions to Fogelman Executive Center

330 Innovation Drive  
Memphis, TN 38152

From Airport: After exiting the airport stay straight on Airways Blvd. Airways will turn into East Parkway. Take a Right onto Central from East Parkway. Continue Central past Highland. Take a Right on Innovation Drive. The Fogelman Executive Center will be on your left.

From East Memphis: Take Poplar West. Turn Left on Goodlett. Take an immediate Right onto Central. Take a Left on Innovation Drive. The Fogelman Executive Center will be on your Left.

From Downtown: Take Poplar East. Turn Right on Highland. Turn Left on Central. Turn Right on Innovation Drive. The Fogelman Executive Center will be on your Left.

A full list of Rental Car companies and Taxi services can be found on pages 12 and 13.

If you choose to rent a car, or if you drive, parking in the garage next to the Fogelman Executive Center is included in your program fee.

## RESIDENTIAL PARTICIPANTS (cont.)

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### MEALS

Residential participants will be provided breakfast, lunch, and dinner daily, except on week-ends. Breakfast will be served at 8 am on the 3rd floor of FEC outside the classroom, 308. Lunch will be served at FEC for **all** participants. Dinner will also be served either in FEC or the Holiday Inn each night.

### LONG DISTANCE CALLS

Long distance and International calls may be made from your hotel room using an International calling card. International calling cards may be bought at some stores listed on page 10 of this handbook, or brought with you.

### BANKING

An Automatic Teller Machine (ATM) for cash withdrawals is located on the First Floor of the Fogelman Executive Center. A full-service bank, First South, is located above the Bookstore in the Service Court Center.

### LIBRARY

The McWherter Library at the University of Memphis has an extensive collection of books and periodicals available to you during your stay here on campus.

You are welcome to study at the library during their posted Library Hours.

Information about obtaining a library card will be available Wednesday, May 28.

### POST OFFICE

A U.S. Post Office is located on campus in the University Center. There are also Post Offices located near campus:

#### **13 South Prescott Street**

From Campus: Take a Left on Central and then a Right on Highland. Take a Left on Poplar, and then a Right on Prescott. The Post Office will be on your Left.

#### **4695 Southern Avenue**

From Campus: Take a Right on Central and then a Right on Goodlett. Cross over the railroad tracks and take a Left on Southern. The Post Office will be on your Right after you cross over Perkins.

## **RESIDENTIAL PARTICIPANTS (cont.)**

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### **FITNESS CENTER**

While living on campus you will have access to the University's Recreation and Fitness Center which features an Olympic sized swimming pool, weight room, aerobics classes cardiovascular equipment and tennis courts.

For a full listing of classes and amenities please visit the following website:  
<http://www.people.memphis.edu/~studentlife/camprec>.

Information about using the Fitness Center will be available on Wednesday, May 27.

## PLACES TO SEE, THINGS TO DO, and HELPFUL PHONE NUMBERS

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The University of Memphis is located in the heart of the city just minutes from some of Memphis' best restaurants, shopping and sightseeing opportunities!

### RESTAURANTS

Name	Type of Food	Address	Phone Number	Distance
A-Tan's *	Chinese	3445 Poplar	901.452.4477	Short Drive
Brother Junipers	Breakfast and Sandwiches	3519 Walker	901.324.0144	Walk
El Chico	Mexican	3491 Poplar	901.323.9609	Short Drive
El Porton	Mexican	Poplar & Highland	901.754.4268	Short Drive
La Baguette	Bakery and Sandwiches	3088 Poplar	901.458.0990	Drive
Boscós	American	2120 Madison	901.432.2222	Drive
Newby's	American	539 S. Highland	901.452.8408	Walk
Pete and Sam's	Italian	3886 Park	901.458.0694	Drive
Lenny's	Sandwiches	521 S. Highland	901.454.7078	Walk
R.P. Tracks	American	3547 Walker	901.327.1471	Walk
Chile's	American	4609 Poplar	901.685.2256	Drive
Rafferty's	American	4542 Poplar	901.374.0096	Drive
The Grove Grill	Fine Dining	4550 Poplar	901.818.9951	Drive
Blue Coast Burrito	Mexican	2546 Walker	901.323.3730	Walk
Garibaldi's*	Pizza and Italian	3530 Walker	901.327.6111	Walk
McAlister's Deli	Deli	Poplar & Highland	901.452.6009	Short Drive
McDonald's	Fast Food	657 S. Highland	901.458.5018	Short Drive
Subway	Fast Food Sandwiches	199 S. Highland	901.458.4302	Short Drive
Wendy's	Fast Food	749 S. Highland	901.327.9766	Short Drive
Back Yard Burger	Fast Food	3183 Poplar	901.327.5002	Short Drive
Buffalo Wild Wings	American	3448 Poplar	901.324.9225	Short Drive
Indian Palace	Indian	1720 Poplar	901.278.1199	Drive
Ubee's*	Sandwiches	521 S. Highland	901.323.0900	Walk

\* Denotes Delivery Services Available

## PLACES TO SEE, THINGS TO DO, and HELPFUL PHONE NUMBERS

### RENTAL CARS

<b>Avis Rent-A-Car</b>	901.345.2847	2520 Rental Road (Memphis Airport)
<b>Avis Rent-A-Car</b>	901.818.0754	4831 Poplar Avenue (Close to U of M)
<b>Budget Car and Truck Rental</b>	901.379.0700	1678 Union Avenue
<b>Enterprise Rent-A-Car</b>	901.323.2977	3179 Poplar Avenue
<b>Hertz Rent-A-Car</b>	901.345.5680	2560 Rental Road (Memphis Airport)
<b>Thrifty Car Rental</b>	877.283.0898	2600 Rental Road (Memphis Airport)

### SHOPPING

<b>Oak Court Mall</b>	2 large department stores with many small stores including clothing, shoes, jewelry, and books	From campus drive East on Central. Take a left on Goodlett and a right on Poplar. Oak Court will be on your right in about 1 mile. (approx. 10 minutes)
<b>Wolfchase</b>	4 large department stores with many small stores including clothing, shoes, jewelry, books and a full food court.	From campus drive East on Central. Take a left on Goodlett and a right on Poplar. Follow Poplar to Germantown Parkway and take a left. Wolfchase will be on the right after you cross over I-240. (approx. 30 minutes)
<b>Kroger</b>	Full grocery store with household items and toiletries	From campus drive West on Central. Take a right onto Highland. The store is in Poplar Plaza on your left once you cross Poplar. (approx. 5 minutes)
<b>Target</b>	General items sold including toiletries, some groceries, clothes, gift items, CD's, DVD's, etc.	From campus drive East on Central. Take a left on Goodlett and a right on Poplar. Turn right on Colonial and Target will be on your right. (approx. 10 minutes)
<b>Wal Mart</b>	General items sold including toiletries, some groceries, clothes, gift items, CD's, DVD's, etc.	From campus drive East on Central. Take a left on Goodlett and a right on Poplar. Follow Poplar to Germantown Parkway and take a left. Wal Mart will be on your right. (approx 30 minutes)
<b>Walgreens</b>	Pharmacy including household goods, some food, and office supplies.	From campus drive West on Central. Take a right on Highland and a left on Poplar. Walgreens will be on your left. (approx. 5 minutes)

**PLACES TO SEE, THINGS TO DO, and HELPFUL PHONE NUMBERS (cont.)**

**SIGHTSEEING and ENTERTAINMENT**

Memphis, TN is one of the Southern United States greatest gems! The home of the blues is a great place to spend a few weeks. Below are some ideas for your free time!

Graceland	Home of Elvis Presley re-opened as a museum.	3765 Elvis Presley Blvd.	901.332.3322
Pink Palace	Natural History museum.	3050 Central Avenue	901.320.6320
Rock and Soul Museum	A museum for music lovers!	191 Beale Street	901.205.2533
Beale Street	Home of the Blues since 1841. Features many restaurants and night clubs.	Downtown Memphis	N/A
AutoZone Park	Downtown Ballpark and home of the Memphis Redbirds baseball team.	200 Union Avenue	901.721.6000
Memphis Zoo	A world-class zoo close to campus now home to pandas and polar bears!	Overton Park—Midtown Memphis	901.276.WILD
Lichterman Nature Center	Lush gardens and native wildflowers. A great place to beat the summer heat!	5992 Quince Road	901.767.7322
Memphis Botanic Gardens	The Botanic Gardens features a rose garden, Japanese garden and a sensory garden.	750 Cherry Road	901.685.1566
Mud Island River Park	A great view of the mighty Mississippi river and a miniature replica of the entire river.	125 N. Front Street	901.576.7241
Brooks Museum of Art	The oldest and largest fine arts museum in Tennessee	Overton Park	901.544.6200

**TAXI CAB COMPANIES**

<b>Yellow Cab</b>	901.577.7777
<b>Checker Cab</b>	901.577.7700
<b>City Wide Cab</b>	901.324.4202