

### **Monroe Street-side Elevators of Parking Garage to Hilton Hotel**

- Walk towards the Monroe St.-side of the parking garage.
  - Look for signage directing you to the Monroe Street side elevator.
- Enter through the double doors where there will be a single elevator (there will be a lit sign that says “Ballroom.”)
- Press “1” in the elevator.
- Get off the elevator and head straight through the large entrance doors.
- Walk past the hotel-connecting door (as you need a hotel room key to enter through that door).
- Directly beyond that door will be a set of doors. Walk out those doors, outside and enter the Hilton through the front entrance.
- The check-in desk will be directly ahead of you.

### **Jefferson Street-side Elevators of Parking Garage to Hilton Hotel**

- Walk towards the back of the parking garage (the wall furthest from the parking garage entrance).
- Look toward the back-right of the parking garage for signage directing you to the elevators.
- Press “1” in the elevator.
- Turn right out of the elevator and around the corner. Walk down the long hallway towards the hotel. You should see glass windows overlooking Summit Street on your left.
- Walk past the hotel-connecting door (as you need a hotel room key to enter through that door).
- Instead of entering that door, walk through the set of doors just before the hotel entrance, walk outside and enter the Hilton through their front entrance.
- The check-in desk will directly ahead of you.

### **Hilton Hotel to Glass City Center Ballroom (Registration)**

- Starting at the Glass City Center first floor Summit side of the building, head left and go through the large set of doors.
- Take the stairs or the elevator up to floor 2.
- Turn left either out of the elevator or at the top of the stairs and proceed down the Ballroom hallway to get to the pre-function area to locate the OSAP 2025 Annual Conference registration table.