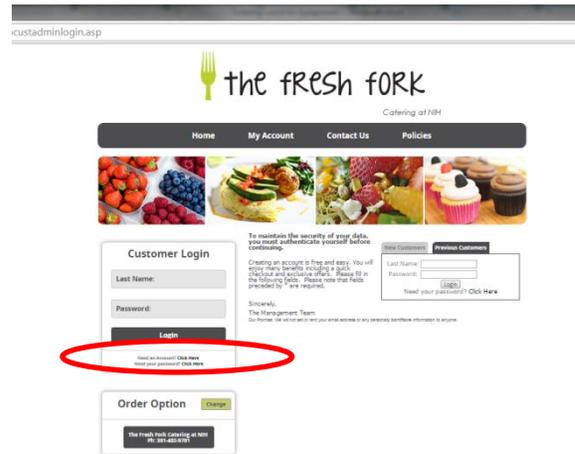


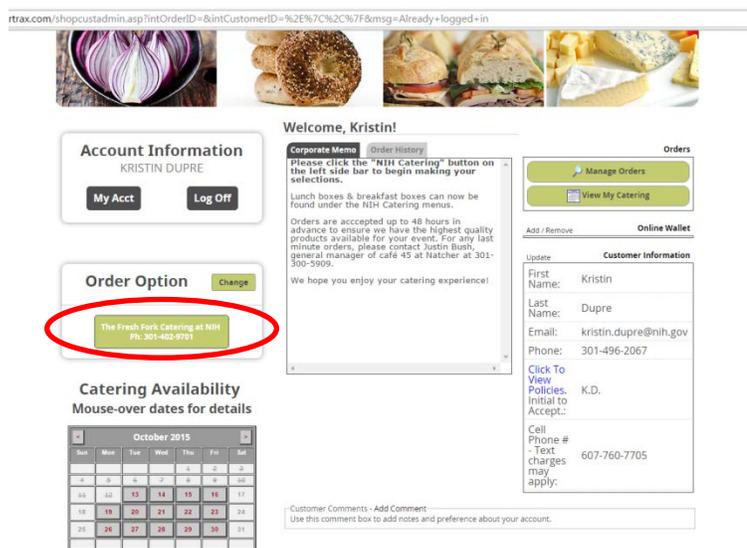
Orders must be placed by 5 PM EST on Tuesday, October 18.

1. Go to this website: <https://eurestconferencecatering.catertrax.com/>

2. For first time users, look on the left side of the screen and click **“Need an Account? Click Here”** under the customer login area.



3. After you create a new account and sign in, look on the left side of the screen and click on **“The Fresh Fork Catering at NIH”**.



6. Now you can follow their instructions.

Step 1: Confirm your lunch selection.

Step 2: This step has several steps:

1. Click the date you are ordering for on the calendar: **Thur, October 20** or **Fri, October 21**
2. Select "Location:" And choose the "**On Campus Delivery**" dropdown.
3. Fill out these fields regarding location and time to deliver your order:
 - Building: **Building 35A**
 - Contact Name: **Dionne Stephen**
 - Contact Phone: **301-443-8060**
 - Room Name/Room #: **Room 620/630**
 - Meeting Name: **A Celebration of 60 Years of Behavioral and Cognitive Neuroscience in the Laboratory of Neuropsychology**
 - Food Delivery Time: **12:00 PM**
 - Event Start Time: **8:00 AM**
 - Event End time: **3:00 PM (this is the latest time that can be chosen)**
 - Event Clean-up Time: **3:00 PM (this is the latest time that can be chosen)**
 - Guest Count: **1**
 - Special Instructions: **Please place lunch on table outside of room.**

/PlaceOrder.asp?intOrderID=%2A%7E%2Dx%7C&intCustomerID=%2E%7C%2C%7F



Catering at NIH

Home My Account Contact Us Policies

Step 1 Confirm Selection **Step 2** Event Information **Step 3** Review Selection **Step 4** Checkout

Current Selection
[1] The Center Drive \$8.50 X 1 = \$8.50
Subtotal \$8.50

Order Option Change
The Fresh Fork Catering at NIH
Ph: 301-402-9701

Date Selection
10/23/2015
Date Good To Go!
October 2015
Sun Mon Tue Wed Thu Fri Sat
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Delivery / Pickup
*Location: On Campus Delivery
 Copy Contact Information
*Building: Building 35A
*Contact Name: Kristin Dupre
*Contact Phone: 607-760-7705
*Room Name / Room #: Room 640
*Meeting Name: Dopamine, Oscillations, d

Event Details
Additional service times may be available by prior arrangement. Please contact us to discuss your needs.
*Food Delivery Time: 12:00 PM
Event Start Time: 8:00 AM
Event End Time: 3:00 PM
Event Clean-Up Time: 3:00 PM
Guest Count: 1

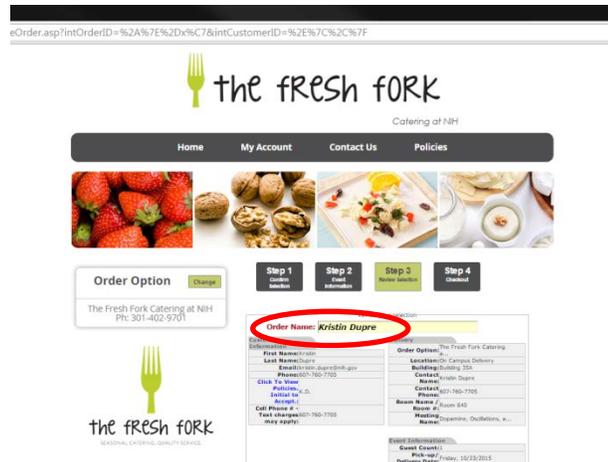
Contact Information
Phone: 607-760-7705

Special Instructions
Please place lunch on table outside of room.

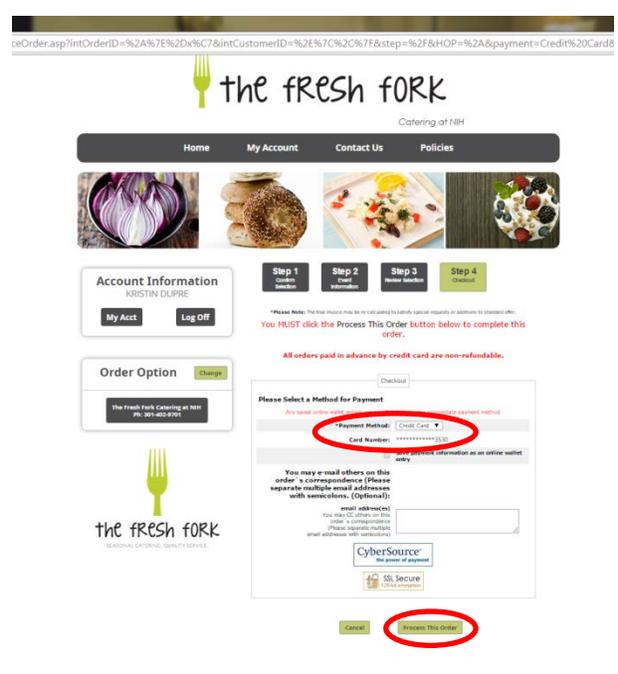
Continue

Home My Account Contact Us Policies

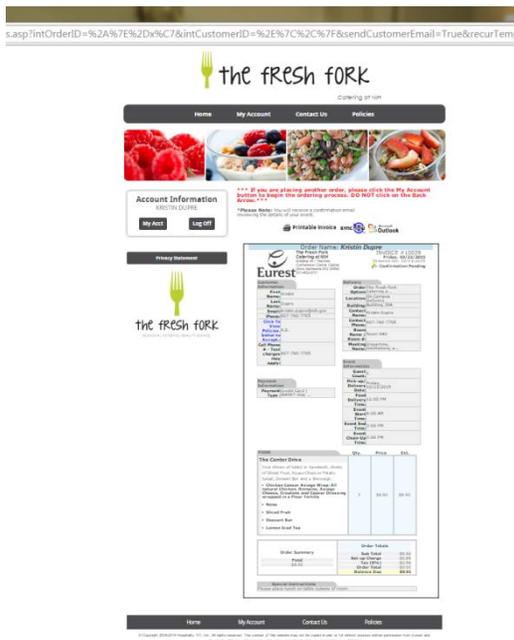
Step 3: Type in **your name** for “Order Name”.



Step 4: Click on the payment method and choose from the dropdown list (for example, “Credit Card”). Enter the information (a new window will appear for this). After entering the information, click on “**Process This Order**” at the bottom of the screen.



7. The final screen will show all of your information and you will be able to **print the invoice**. You will also receive an **email confirmation**.



Instructions kindly provided by Dr. Kristin Dupre, Neurophysiological Pharmacology Section, NINDS