

NIH Career Symposium BOXED LUNCH – ORDERING INSTRUCTIONS

Lunch for NIH Career Symposium is available for purchase through the Fresh Fork Catering Service. Sandwich and salad lunch boxes are available from \$7.99 to \$11.00 each plus applicable fees and taxes. Lunches will be delivered to you at lunchtime the day of the Workshop at the Natcher Conference Center (Building 45). Please follow the detailed instructions below. Orders must be placed by **May 13, 2015**.

1. Go to the Fresh Fork catering link:
<https://eurestconferencecatering.catertrax.com/shopcustadminlogin.asp>
2. Login/Create an account: If you do not already have an account, you can create one by clicking on “Need an Account? Click Here” under the customer login on left.
3. For new accounts, complete the “Required Fields” and click “Continue”:
 - First Name, Last Name, Email, Phone, Accept policies, Password

This information is secure and can only be accessed by the person with the password for the account

4. Click the “The Fresh Fork Catering at NIH” grey button on the left hand side. On the next screen, select “**Lunch**” from the menu on the right side of the screen, and then select “**Boxed Lunch**” from the list. [Do NOT click on any other selection as they are not available for this program.]
5. Select your choice from their menu of three boxed lunch options (The Gateway, The Center Drive, or The Wilson Drive). On the following screen, continue with your specific selections and any special instructions. When finished, click the “Order” button at the bottom of the page. Review your order details, and click “Continue>>”.
6. Select Friday, May 15, 2015 on the calendar.
7. For “Location”: From the drop down menu, select “On Campus Delivery”.
8. Fill in these fields **EXACTLY as indicated below**, and hit “Continue”:
 - Building: **45**
 - Contact Name: *System should auto-fill your name; if not, please type In your name*
 - Contact Phone: *Enter your cell phone number*
 - Room Name/Room #: **Conference Room G, Lower Level Lobby**
 - Meeting Name: **NIH Career Symposium 2015**
 - Food Delivery Time: **11:30 a.m.**
 - Guest Count: **1**

9. At the top of the next screen, in the field “Order Name”, type in: **NIH Career Symposium 2015**
10. **REVIEW YOUR ORDER.** Please ensure your order is accurate and the **date and delivery time** are correct: **May 15, 2015 and 11:30 a.m.** delivery time.
11. After reviewing and confirming your order, click “Proceed to Checkout”.
12. On the next screen select your payment method and follow the instructions to enter your check or credit card information. **Payment information must be entered in order to submit your order.** Your credit card will be charged on the day of the event
13. Click “Process This Order” and a printable invoice will appear; you will also receive an invoice at the e-mail address you provided.

Lunches will be delivered to Building 45 on the day of the Workshop
If you have any questions or difficulties please contact Justin Bush 301.402.9701

Orders must be placed by May 13, 2015

5/7/2015