THE AI INSTITUTE

Dear Guest,

We are looking forward to welcoming you to The AI Institute located at 145 Broadway, Cambridge, MA 02142 (Akamai Technologies Building).

Below is some helpful information to make your visit as easy as possible.

✤ Please bring a government-issued I.D. with you.

✤ Please note that COVID-19 vaccinations are required to enter the building.

✤ If you require parking for your car, please let your host know 48 hours in advance so that we can share the relevant parking information with you.
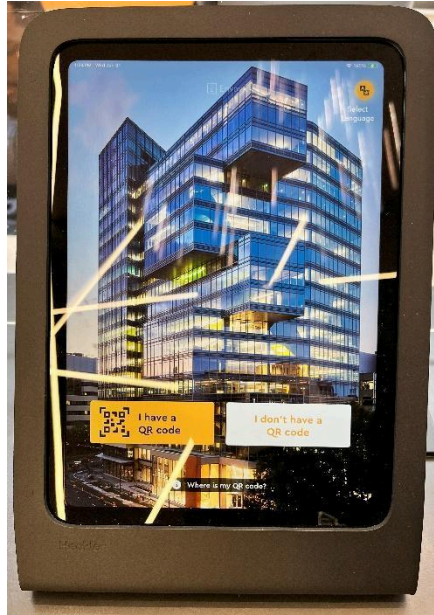
By visiting The AI Institute, you agree to abide by the following:

✤ Photographs/Video - Please do not take any photos or videos unless an employee specifically states that it is allowed. If you do take them, please do not share them on social media or by email/text. We ask that you keep them on your personal device only.

✤ Confidential Information - You may have access to trade secrets and other confidential information as part of your visit. You may use this information to learn more about us and how we may work together, but may not share it with others or otherwise use it unless authorized by The AI Institute in writing.

✤ Feedback - You are under no obligation to provide us with any feedback related to our work. If you choose to provide feedback, we are free to use and disclose it for any purpose.

✤ Safety - Please observe all safety policies and instructions including those related to robots.

THE AI INSTITUTE

On your day of visit:

❃   After entering the building lobby, please head to the desk to your left, use the Envoy system (black vertical iPad) to scan the QR code you received via email. Please select "I have a QR code" and follow the instructions as prompted.

❃   If you are unable to locate your QR code, or have difficulty with scanning, please let the security personnel know that you are a registered guest visiting the AI Institute. They will be able to assist you with the check-in.

❃   Once signed in, Akamai lobby personnel will check your government issued I.D. and provide you with a sticker name tag. **Please wear the name tag throughout your visit.**

❃   After check-in, please wait for your host in the building lobby. They were automatically notified upon your Envoy sign-in.