



Welcome to the Memorial Learning Center



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**Memorial
Learning
Center**

228



**Memorial
Learning Center**

The Memorial Learning Center is located at the corner of West Miller and Klein streets in Springfield.



The Memorial Learning Center (MLC) supports and develops the capabilities and capacities of our healthcare workforce to meet current and future demands. The Memorial Learning Center also promotes a culture of continuous learning and improvement to support the strategies and business goals of Memorial Health.

We maintain a facility where colleagues, residents and physicians advance their skills and learn the latest medical techniques to deliver the best possible care to our patients.

We provide educational opportunities and certification programs for colleagues in conjunction with our academic partners.

We foster communication through the sharing and exchange of information and ideas; educate by formal instruction and supervised practice; collaborate by working with others to achieve the best possible patient care; and innovate by finding new ways to deliver the highest quality and safety.



Building Information

Memorial Learning Center opened in 2015 and provides 72,000 square feet of learning and event space. This includes a variety of classrooms, simulation space, technology rooms and breakout options in addition to the M.G. Nelson Family Auditorium.

Driving Directions and Parking Information

Driving directions and parking information are available for reference at the back of this guide or to print online. Feel free to share this information with your guests.



memorial.health/memorial-learning-center/

Hours of Operation



6:30 a.m. – 6:30 p.m. | Monday through Friday

Safety Guidelines and Emergency Response

- Firearms are not permitted. The exception to this policy applies to event guests whose work uniform requires firearms.
- If there is an emergency in your location, immediately call 911, then contact the event team at 217-588-6254.
- The staff at the Memorial Learning Center will provide updates on any emergent weather concerns. (Your event facilitator will let you know where to go for a safe space in these situations.)
- For safety and security, external guests are unable to directly access the Memorial Health network for use in livestreaming or other technology.

Smoke-Free Environment

All Memorial Health locations, including the Memorial Learning Center, are smoke-free environments. Smoking, other tobacco and vape use are not allowed in the building or on the campus, including entrance ways and parking lots. Smoking is limited to personal vehicles.

Wellness Room

A wellness room is located on the second floor and available to all guests 24/7. The semi-private room is designated for quiet time, recuperation and a place for nursing mothers.

Restrooms

Restrooms are located on all floors in the northwest corner of the Memorial Learning Center. All restrooms are ADA-compliant and fully accessible.

Digital signage

The technology resources of the Memorial Learning Center provide options for additional signage to highlight your event and provide direction to your guests. This includes:

- A digital schedule of all events posted near the elevator banks, providing locations and times of the daily events in the center.
- Digital signage located at all entrances of the MLC. This signage features special events occurring each day.
- A 10' x 12' video wall, located near the main entrance, is available for use to welcome or provide information connected to events in the M.G. Nelson Family Auditorium.



Simulation Events and Spaces

The Simulation Center features 10 unique simulated learning environments in 16,000 square feet on the third floor of the MLC. The space includes a nurse's station, patient room, operating room, office and an exam room modeled after Memorial Care primary care and urgent care rooms. Simulated patients can be programmed to display different symptoms.

Other features include:

- An intensive care room that serves a dual purpose as a labor and delivery room. Clinicians can run mock scenarios on a simulated patient that can give birth. Two rooms—a trauma bay and a treatment room—simulate an Emergency Department setting.
- A mock residence with a kitchen, living room, bedroom and bathroom in 1,300 square feet. It features half walls for easy observation and is used for training by ambulance providers, firefighters and home service and hospice caregivers.
- A high-tech ambulance simulator, which mimics on-the-road movement, allowing emergency medical technicians to train as if they're transporting patients to the hospital.



Roland Folse, MD, Surgical Skills Center

The Roland Folse, MD, Surgical Skills Center features a 1,500-square-foot wet and dry skills training space and a 300-square-foot simulator room, allowing residents and physicians to stay on the leading edge of practice and technology by honing their skills in a simulated environment.

The skills training area includes space to teach a variety of procedural stations. The Center also provides a vast array of instruments and equipment to provide the best education for any form of specialty within the medical field. Learners have the benefit of practicing their skills with various types of simulators located in the simulator room.





Reserving Space

We offer a variety of rooms and spaces that may fit your educational event needs.

Submit an online event request using the link below. Please allow 48 hours for all requests to be processed.

 [memorial.health/memorial-learning-center/](https://www.memorial.health/memorial-learning-center/)

Event Approval Process

Events hosted at the MLC are preapproved based upon the following information:

- The event is connected to our core mission of supporting and furthering education for healthcare professionals.
- The event furthers a Memorial Health initiative.
- The event occurs during business hours, 6:30 a.m. – 6:30 p.m. | Monday—Friday.

Contact Us

If you have additional questions, please contact us at **217-588-6254** during business hours and choose **option 3** to reach a member of the team.

Confirming the Event Space

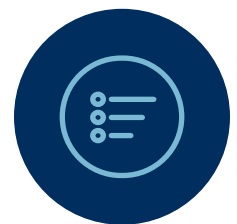
The events team will be in contact with you to finalize the space(s) for your event and review setup details, technology needs and room resources. Once a date and space are determined, an email confirmation will be sent to you.

The reserved space is based on a location that is right-sized for the attendance expected, availability of the room, resources needed and an environment conducive to learning.

Your event facilitator will contact you to finalize details and make sure that all is set for a successful event. Depending on the timeline, a second email may be sent as a reminder and final confirmation.

Arrival

The Memorial Learning Center is located at the corner of West Miller and Klein streets, with an attached parking garage located at the south end of the building and accessible from either Klein St. or West Miller St.




Loading Dock/Vendor Delivery

A dock area is available for large delivery items and is located on the south side of the MLC. If you need to ship an item, carton or large piece of equipment for an event, please contact your event facilitator to provide arrangements for delivery. The facilitator will assist you in making sure the items get to your event space.

Overnight Accommodations and Restaurant Information

If your attendees will be seeking overnight accommodations or a place to eat during or after your event, a list of hotels and restaurants can be found on the Visit Springfield website:

 [visitspringfieldillinois.com](https://www.visitspringfieldillinois.com)



What to Expect During Your Event

The Memorial Learning Center is responsible for the following services:

- Personal support from the events team to include familiarizing guests with the room amenities prior to the event.
- Audiovisual staff support for presentation setup and virtual needs. Memorial Health supports Microsoft Teams.
- Environmental Services support to provide housekeeping needs and maintain cleanliness.
- Setup and removal of tables and chairs for attendees and catering.
- Tablecloths (limited to current inventory) and sized for tables on-site.
- Room resources, such as large rolling white boards/markers, extension cords, poster stands, etc.

The guest is responsible for the following:

- Removal of all materials brought into the room for use.
- Removal and/or disposal of any catering delivered to the MLC for the event.
- Technology support of virtual platforms not supported by the Memorial Learning Center.
- Providing presentations for use in the event at least two business days prior to the start of the event.

MLC Room Resources

Each room contains the following resources:

- Computer and wall monitor for presentations
- Speaker and camera for virtual meetings
- Adjustable temperature controls
- Adjustable electric shades for lighting control (where applicable)
- Facial tissue, disinfecting wipes, hand sanitizer
- Office supplies

Spaces with larger capacities may also contain the following resources:

- LED screen for presenting to larger audiences
- Additional space for catering needs
- Confidence monitors for presenter use
- Lapel and handheld microphones
- USB ports and outlets for charging electronics

Additional room resources available upon request:

- 6-foot rolling white boards and dry erase markers
- Rolling A-frame of 12" X 16" white boards for individual use and dry erase markers
- Metal easels for posters and special signage
- Medical grade facial masks
- Plexiglass sign holders, poster stands and various signage options

Registration Needs

Accommodations can be made for a registration space for your guests as they arrive. These options can be reviewed with your event facilitator to ensure the best use of space and ease of registration.



Technology Needs

The Memorial Learning Center has audiovisual support staff on-site during business hours. If there are technology issues during an event, you will be able to contact the team for assistance. Your event facilitator will review this process prior to the start of the event.

Memorial Learning Center supports and uses Microsoft products, including Microsoft Office for presentation formats and Microsoft Teams for virtual or hybrid events. Please prepare PowerPoint presentations in 16:9 slide size format.

Virtual events require additional planning time. For a virtual or hybrid event, let the event facilitator know at least two weeks prior to the event date to ensure resources are in place.

If the event technology required is complex, a dry run or practice session may be requested so that you and the events team at the MLC can review needs and expectations. This is also a chance for off-site presenters to trial the platform and ask questions prior to the day of the event.

If your virtual needs are on a non-Microsoft platform, such as Zoom or Webex, please reach out to your event facilitator to identify workable options available for your event.

On-site Technology Assistance

If needed, our audiovisual specialist can do a review of the technology in your room before your event begins. If a technology issue arises during your event, you will have the ability to get immediate assistance.

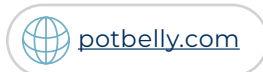


Food and Beverage Options

Onsite Options

Potbelly Sandwich Works—

Located on the first floor of the Memorial Learning Center. Features toasted sub sandwiches, salads, soups and specialty mac and cheeses, as well as milkshakes and cookies baked on-site daily. Available to order ahead for catering and delivery.



Vending Area—

Located at the northeast corner of the fourth floor of the MLC. Vending machines include drinks and snacks, payable by cash or debit/credit card.

Springfield Memorial Hospital Cafeteria—

Within a five-minute indoor or outdoor walk from the MLC, the cafeteria offers a variety of traditional dishes, pizza, sandwich bar, salad bar and a rotating specialty bar. Snacks, soups and desserts are also available.

Catering Options

There are several catering companies that will deliver to the Memorial Learning Center. You may use the catering/vendor of your choice.

Memorial Learning Center will provide tables and tablecloths. When placing the food/beverage order, please include utensils, napkins, serveware and any coffee/beverage service and condiments needed. The Memorial Learning Center does not retain these items in the building.

Alcoholic beverages are allowed for approved events, with required proof of insurance from the providing vendor.

Please note that the responsibility for setup and cleanup of catering is the responsibility of the guest. If you have a catering team providing this service, please be aware that all items need to be removed the day of the event.

Driving Directions to the Memorial Learning Center

228 W. Miller St. | Springfield, IL 62702

From the North

- Take IL Route 4 (Veterans Parkway) south to J. David Jones Parkway.
- Turn left at J. David Jones Parkway.
- Continue on J. David Jones Parkway/Walnut St.
- Turn left on Carpenter St.
- Continue on Carpenter St. for 0.4 miles.
- Turn left on Klein St.
- The MLC parking garage will be on your left.

From the South

- Take I-55 BUS (Sixth Street) north through downtown Springfield.
- Turn left on Carpenter St.
- Continue on Carpenter St. for 0.5 miles.
- Turn right on Klein St.
- The MLC parking garage will be on your left.

From the West

- Take Veterans Parkway north to W. Jefferson St. (IL-97).
- Turn right on W. Jefferson St.
- Continue on W. Jefferson St. to Madison St.
- Continue on Madison St. for 0.6 miles.
- Slight left onto Mason St.
- Turn left on Walnut St.
- Turn right on Carpenter St.
- Continue on Carpenter St. for 0.4 miles.
- Turn left on Klein St.
- The MLC parking garage will be on your left.

From the East

- Take US-36 (Clear Lake Ave.) west through downtown Springfield.
- Continue on Clear Lake Ave. to W. Jefferson St.
- Continue on W. Jefferson St.
- Turn right on N. First St.
- Turn left on Carpenter St.
- Continue on Carpenter St. for one block.
- Turn right on Klein St.
- The MLC parking garage will be on your left.

The MLC Parking Garage

Guest parking is available on levels 1 through 6, with direct access to the building located on levels 1 and 3.



Memorial Learning Center Parking Garage

228 W. Miller St. | Springfield, IL 62702

The MLC Parking Garage

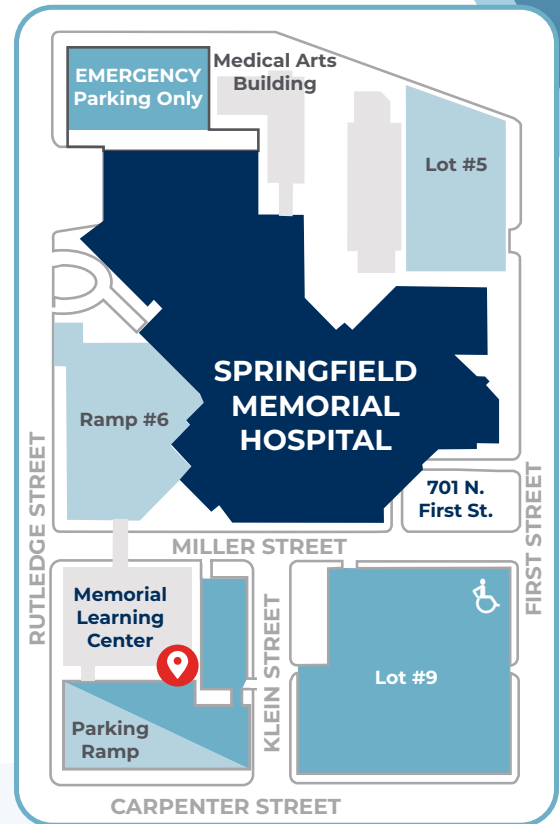
- The entrance of the MLC parking garage is located on Klein Street.
- Guest parking is available on levels 1 through 6, with direct access to the building located on levels 1 and 3.

Designated parking for the following:

- Event attendees
- Electric car charging stations
- Motorcycle
- Handicap (covered and uncovered)
- Expectant mothers

All parking is free.

- Enter the MLC via:
 - Third floor of the parking garage (covered entry)
 - Flat lot entry to building (uncovered entry)





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217-588-6254



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