# Conference Proposal: 2012 SBI Conference

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Conference Coordinator and Contact Information
Syracuse Biomaterials Institute: Karen Low - kplow@syr.edu, 315-443-3544

Event Schedule

Event Date: June 4, 2012-August 10, 2012

Housing Accommodations

Facility Assignment
DellPlain Hall – 2nd Floor, Room allocation - TBD Anticipated number: 13-16 students

Housing Rates
- $148.00/person/week – Double occupancy
- $187.00/person/week – Single occupancy – Students will be accommodated in singles on a space available basis.
- Guests are responsible for bringing their own linens. Soap and shampoo, etc. are not included. Guests can purchase additional amenities from the University Bookstore.

Housing Itinerary

Guest Check-In Information
Date: June 4, 2012
Time: 8:00 a.m.
Location: DellPlain Hall Main Desk

- Registration envelopes will contain a room key & Conference Services access card. Cards will be activated for library & gym access.
- Conference coordinator will supply lanyards if applicable.
- Guests must sign their registration envelope indicating receipt of aforementioned items.
- Guests arriving prior to 8:00 a.m. will contact the on-call assistant by dialing the main desk number.

Guest Check-Out Information
Date: August 11, 2012
Time: By Noon
Location: DellPlain Hall Main Desk

- Guests are responsible for checking room condition and removing personal items from the room.
  Personal effects will not be stored by Conference Services or Housekeeping staff.
- Each guest must surrender room key, access card, sign and date registration card.
- Any damages will be billed to the sponsoring department.

Residence Hall Information

Main Desk Phone Number
315-443-2002
Residence Hall Floor Plan

- Landline phone service is not available in individual rooms.
- Per SU Public Safety Guidelines propping access doors open is not prohibited. Camp coordinator will communicate this information to applicable camp staff.

Hours of Operation

- Main Desk will be open from 8:00 a.m. – 12:00 a.m. throughout camp.
- A residence security aid will be located at the main desk from 8:00 p.m. – 7:00 a.m. daily.
- Guests must contact on-call person for emergencies/late arrivals after 12am by dialing the main desk phone number 315-443-2002.

Housekeeping Services

Linens will not be provided. Guests are responsible for preparing their beds.
Public bathrooms will be cleaned daily.
Conference Services staff will conduct daily screen checks and common/public areas.
Any facility damages will be billed to the sponsoring department in the final invoice.
No mail service provided to guests

Key Policy

- Guests may obtain a key from the main desk, during business hours, in the event there is a lock out.
  - The spare key will then be immediately returned to the main desk.
- Lockouts after 12:00 a.m. should be directed to the on-call person.

Damages/Lost Keys or Cards

- Charge for replacement room keys is $40.00 each and each lost access card is $5.00 is agreed to and will be included in the final invoice at the conclusion of the program.

Campus Housing Guidelines/Safety Instructions – Use of Premises

The camp coordinator and/or authorized signer if not an organization shall, in advance of the event, communicate and distribute a copy of these Campus Housing Guidelines to all guests.

Maintenance and Repairs

The University shall be responsible for all regular maintenance and repair of the residence hall, its furnishings and/or equipment. All needs for maintenance and/or repairs shall be reported to Conference Service Staff Main Desk during operating hours: Hours of Operation. When the main desk is closed the Conference Services on call individual should be contacted. The on-call contact information will be posted at the main desk each night.

Furniture

Furniture supplied by the University shall be maintained in its proper location. The resident/guest may rearrange the furniture within the room but may not disassemble exchange or move it to other locations or used for any purpose other than its intended purpose.
Furnishings shall not block any windows or doors. Furniture shall not be placed upon other furniture or taken from lounges or other common areas and placed in a resident's room or any other location.
Room capacity set by Conference Services and must be adhered to.
Cooking devices - except in locations where provided, use of ovens, hot plates, coffee makers, toasters, toaster ovens, popcorn makers, crock-pots or similar devices is prohibited. Micro fridges rented from the Syracuse University bookstore are allowed.

Alcoholic Beverages

All possession/consumption of alcoholic beverages is subject to the restrictions of New York State law and the guidelines established by the University.

Narcotics/Illegal Substance

Possession, sale or use of narcotics or other dangerous or illegal substances by any resident/guest will result in immediate eviction from the residence hall and any other penalties that may be imposed by State or Federal laws.

Food Services

Guests will not be provided a meal plan. Participants may pay at the door. Ernie Davis Dining Center will be the designated summer dining center. Campus cafes will also be open with varying hours per the schedule below:

Ernie Davis Dining Center Hours of Operation

Monday – Friday: Breakfast – 7:00 am – 10:00 am/Lunch – 11:00 am – 3:00 pm/Dinner – 4:30 pm – 7:00 pm
Weekends/Holidays (if needed): Continental Breakfast: 9:00 am – 10:00 am/Brunch: 11:00 am – 3:00 pm/Dinner: 4:30 pm – 6:30 pm

**Meal Prices**

Meals will be accommodated in Ernie Davis Dining Center. Meal rates for cash or SUpercard users are: (B) $8.50, (L) $12.50 and (D) $17.75. SU students that would like to add SUpercard money to their SU ID must pre-pay at the Bursar’s Office and bring the paid receipt to the Housing Office, 206 Steele Hall for activation. Non-SU students will pay the sponsoring department directly for meal options and the department will then notify Conference Services with their access card number for activation. The meal plan prices for these students are shown below:

$194.00 per week / 19 meals  
$181.00 per week / 14 meals  
$181.00 per week 10 meals plus $30 SUpercard

**Summer Campus Snack Bars**

Eggers and Life Science 8:00 a.m. – 2:00 p.m. M-F/Gallery at ESF 9:00 a.m. - 1:30 p.m. M-F  
Pages in the Library - 10:00 a.m. - 1:30 p.m. M-F/Newhouse 10:00 a.m.-1:30 p.m. (July and August only) M-F  
Law, is based on class schedule and changes, usually 9:00 a.m. - 1:30 p.m. M-F/Schine is 8:00 a.m. – 3:00 p.m. M-F

**Additional Information**

**Parking**

There is no free parking at any time. Contact Parking Services for any parking passes needed five business days prior to the event start. Guests can also “pay to park” Use the link below for the most recent posted rates.  
http://parking.syr.edu/Parking/display.cfm?content_ID=%231%2B%0A

**Campus Maps**

**Evacuation Procedures/Emergency Reference Guide**

**Campus Security (Blue Light and Orange Alert)**

*Orange Alert:* Non- Syracuse University students and employees will not be alerted in the event of a campus emergency.  
A representative from the Sponsoring Department is responsible for alerting Campus Visitors who are not in the campus People Soft System, of any campus emergency which has been reported through Orange Alert. It is recommended that Sponsoring Department obtain cell phone information to text or call non-registered visitors in the event of an emergency.  
"Blue-Light" Security Boxes: Description: Emergency call stations are readily identified by a blue light which is operational 24-hours per day directly above the call station. By pushing a large red button on the call box, a direct signal is sent to the Communications Center at the Security Department. Audible tones are heard at the blue light station to convey to the caller that an alert has been sent out.

*Locations:* http://publicsafety.syr.edu/PublicSafety/display.cfm?content_ID=%23%28%28%28%2B%0A

**Syracuse University Contact Information**

**Conference Services**
Heather Ketcham: Conference Services Coordinator  
211 Steele Hall, Syracuse, NY 13244, Office (315) 443-1347, Mobile (315) 679-3537, haketcha@syr.edu  
**Contact Conference Services, 315-443-1347 should there be any issues with access cards.**

**Public Safety** 443-2224

**Technical Support**
Wi-Fi is available. Use web link http://its.syr.edu/wireless/ for guest internet access.

**Signature of Acceptance**

Please sign to acknowledge housing and meal plan policies  
Student Resident: ________________________________  
Date ________________  
Return signed copy to kplow@syr.edu or SBI 318 Bowne Hall, Syracuse, NY 13244

April 30, 2012 v1