

# SYRACUSE UNIVERSITY CONFERENCE SERVICES

## Conference Proposal: SBI Conference

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## Conference Coordinator and Contact Information

Syracuse Biomaterials Institute: Karen Low - [kplow@syr.edu](mailto:kplow@syr.edu), 315-443-3544

## Event Schedule

**Event Date:** *June 11, 2017-August 16, 2017*

## Housing Accommodations

### Facility Assignment

Ernie Davis Hall:

- ❖ 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 11, 2017  
**Time:** 8:00 a.m.  
**Location:** Residence Hall Main Desk

- ❖ Registration envelopes will contain a room key & Conference Services access card. Cards will be activated for 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 16, 2017  
**Time:** By 5pm  
**Location:** Residence 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

315-443-0044

#### Final Roster Count/Cancellation Policy

- ❖ Rooms should be occupied as double occupancy where possible.
- ❖ Finals roster counts, early arrival information need to be e-mailed to [confserv@syr.edu](mailto:confserv@syr.edu) five business days prior to event.
- ❖ Since there are many departments and individuals involved in the successful preparation of conference events it is necessary for the organizing department to notify Ryan Troup at [confserv@syr.edu](mailto:confserv@syr.edu) within 48 hours of the event date with any cancellation or substitute information.

#### [Residence Hall Floor Plan](#)

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

- ❖ Smoking is NOT permitted in any of the University's housing facilities.
- ❖ Syracuse University is a smoke and tobacco free campus.

### Hours of Operation

- ❖ Main Desk will be open from 8:00 a.m. – 12:00 a.m. throughout camp.
- ❖ A residence security aid will 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: Dial the main deskphone.

### Housekeeping Services

Linens will not be provided. Guests are responsible for preparing their beds. / No mail service provided to guests  
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 resident/guest (SBI REU Student)

Please initial \_\_\_\_\_

### Key Policy/ Damages/Lost Keys or Cards

- ❖ 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.
- ❖ Charge for replacement room keys is \$50.00 each and each lost access card is \$5.50 is agreed to by the resident/guest (SBI REU Student) Please initial \_\_\_\_\_

### 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.

**Health and Safety Inspections:** Random health and safety inspections occur throughout the summer. These inspections take approximately ten minutes and it is not necessary for you to be home when the inspection is performed. Two to three University Staff Members will enter your room for the inspection before 9:00 p.m. throughout the week.

The most common violations include Candles, Pets, Evidence of Smoking, and Alcohol violations (including empty containers). Please read the [Campus Housing Guidelines/Safety Instructions – Use of Premises](#) and the [Syracuse University Student Code of Conduct](#) to be aware of what items are not permitted in your University housing assignment.

If you are documented of a violation during a health and safety inspection you will be contacted via email to meet with the program coordinator, Conference Services Coordinator and a Housing Office representative. If you have any questions, please feel free to contact Conference Services, 206 Steele Hall, 315-443-1347.

*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.*

## Food Services

Ernie Davis Dining Center will be the designated summer dining center. Campus cafes will also be open with varying hours per the schedule below:

\*Students are required to be on a meal plan

### Ernie Davis Dining Center Hours of Operation

Monday – Friday: Breakfast – 7:30 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) \$9.65, (L) \$14.15 and (D) \$20.10. **The meal plan prices for these students are shown below:**

**\$220.00 per week - 19 meals / \$206.00 per week - 14 meals / \$206.00 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  
Pages in the Library - 9:00 a.m. - 1:30 p.m. M-F/Newhouse 10:00 a.m.-1:30 p.m. (July and August only) M-F Schine is 8:00 a.m. – 3:00 p.m. M-F

### Dietary Restrictions/Allergies

Any attendees with dietary restrictions or allergies should contact Nutritionist Ruth Sullivan at [resulliv@syr.edu](mailto:resulliv@syr.edu) no later than 2 weeks prior to the conference check in date.

## 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=%23\(%\)2B%0A](http://parking.syr.edu/Parking/display.cfm?content_ID=%23(%)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%281%2B%0A](http://publicsafety.syr.edu/PublicSafety/display.cfm?content_ID=%23%28%281%2B%0A)

### Syracuse University Contact

#### Information Conference Services

Ryan Troup: Assistant Director of Housing and Conference Services  
206 Steele Hall, Syracuse, NY 13244, Office (315) 443-1347, Mobile (315) 706-1338, [confserv@syr.edu](mailto:confserv@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 for one week use. SBI will assign a temporary username and password to use throughout the summer program, after your first week.

**Signature of Acceptance**

I hereby agree to abide by the above Syracuse University policies, guidelines, and student code of conduct. I will be responsible for the cost of damages to University property, cost of replacement for room keys and conference cards.

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

Return signed copy to: [kplow@syr.edu](mailto:kplow@syr.edu) or Fax 315-443-7724 or mail to SBI, 318 Bowne Hall, Syracuse, NY 13244