

## **ITLC Meeting Logistics: Information for Campus Coordinator**

This information sheet is intended to assist the campus coordinator in making arrangements for the ITLC meeting. The campus coordinator develops a **logistics sheet** for participants. The logistics sheet should be sent to Paula Eeds ([paula.eeds@ucop.edu](mailto:paula.eeds@ucop.edu); 510-987-0407) in IR&C at UCOP three weeks before the meeting. Paula will e-mail the information to ITLC members and their assistants, as well as post it on the ITLC Web site: <http://www.ucop.edu/irc/itlc/>. The logistics sheet should provide details about the following:

- Hotel
  - Meeting facility
  - Meeting parking
  - Directions
  - Shuttle
  - Group dinner
  - Campus contact
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### **Meeting Costs**

The campus host is responsible for all meeting costs incurred, except the participants' lodging and travel. The campus host pays for the group dinner (excluding alcoholic beverages).

### **Agenda**

IR&C at UCOP finalizes and posts the agenda. The campus coordinator should print enough copies for participants for both days. The campus host opens the meeting with a 5 minute welcome and reviews the meeting logistics. If a campus dignitary will also provide a welcome, please let IR&C know as soon as possible to reserve time on the agenda.

### **Timeframe** (subject to change)

- Day 1: 8 – 5, and group dinner at 6:30 or 7:00 (reserve room for the entire day)
- Day 2: 8 – noon (reserve room until 2:00)

### **Meeting Facility**

- Reserve a meeting room for approximately 35 people for both days. The room should accommodate people sitting around a U-shaped table (this setup is necessary), as well as luggage stored in the corners.
- The number of attendees depends on each day's agenda. Space for up to 75 people may be required on one day, if the ITLC is hosting a special session. As the agenda is developed, work with the campus CIO to determine likely attendance numbers.
- Both days, provide a computer projector, a laptop and podium for presentations, a screen, a printer (optional), wireless/wired Internet connection, and technical assistance.
- Provide sufficient power outlets for participants' laptops.
- Provide the SSID, when people get to the facility, for the wireless connection.
- Provide, if possible, an emergency contact phone number at the meeting site.

- Identify a photocopier location, if available.
- Provide a small table near the entry to the room, if possible, for meeting materials.
- Consider if a phone line is available; sometimes participants call in.

### **Hotel Reservations**

- **Reserve a block of 20 rooms at a local hotel for two nights as soon as possible.**
- **Provide the hotel reservation deadline** to Paula, including room rate, reservation name, address, and phone/fax numbers.

### **Meals**

- Order meals for a minimum of 25 people; increase the numbers per additional guests. Ensure breakfast arrives 45 minutes before the meeting start time each morning.
  - Day 1: continental breakfast, lunch, and light afternoon refreshments
  - Day 2: continental breakfast and lunch
- Provide coffee/tea and water all day.
- Make dinner reservations for 25 people at a local restaurant on Day 1 (6:30 or 7:00 p.m.).
- Provide logistical information (address, directions, RSVP request).

### **Directions**

- Provide detailed directions for the following:
  - a. airport to hotel
  - b. airport to meeting site
  - c. hotel to meeting site
- Provide Web address for the campus map.
- Provide directions to the group dinner.

### **Parking**

- Arrange for parking near the meeting site.
- Provide information about where to park and how to get visitor permits. Note that not all participants have campus parking tags.

### **Transportation / Shuttle Service**

- If possible, provide morning and afternoon shuttle service from the hotel to the meeting.
- Provide the shuttle schedule, for example, Day 1: 9:30 a.m., 5:00 p.m., 6:20 p.m. for dinner; Day 2: 7:30 a.m., 12:00 noon.
- Make arrangements for hotel guests to get to the group dinner.
- Provide airport shuttle information, and taxi phone numbers.

### **Security**

- Provide security regulations, if applicable.

### **Campus Coordinator Information**

- Provide the campus coordinator's name(s), phone number(s), and e-mail address(es).