

ITLC In-Person Meeting Logistics: Information for Campus Coordinator

This information sheet is intended to assist the campus coordinator in making arrangements for in-person ITLC meetings. The campus coordinator develops a **logistics sheet** for participants. The logistics sheet should be sent to Paula Eeds (paula.eeds@ucop.edu; 510-987-0407) in Information Technology Services (ITS) at UCOP three weeks before the meeting. Paula and Yvonne will e-mail the information to ITLC members and their assistants, as well as post it on the ITLC SharePoint site.

The logistics sheet should provide details about the following:

- Hotel
- Meeting facility
- Meeting parking
- Directions
- Shuttle
- Group dinner
- Campus contact

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

ITS at UCOP posts the final agenda on the SharePoint site. 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 ITS know as soon as possible to reserve time on the agenda.

Timeframe (subject to change)

- Day 1: 12 noon – 5, and group dinner at 6:30 or 7:00
- Day 2: 8 – 3:00 pm (reserve room until 5:00)

Meeting Facility

- Reserve a meeting room for both days. The room should accommodate 25 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. 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 – for boarding passes), wireless Internet connection, and technical assistance.
- Provide power outlets for up to 25 laptops.
- Provide the SSID, when people get to the facility, for the wireless connection.
- Identify a photocopier location, if available.
- Provide a small table near the entry to the room, if possible, for meeting materials.
- Arrange a conference phone line; participants do call in. David Ernst's ReadyTalk conference call number is used: 866-740-1260, 9870405#

Hotel Reservations

- **Reserve a block of 20 rooms at a local hotel for two nights as soon as possible.** Some participants will spend two nights at the hotel; others will spend one night.
- **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: 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: 7:30 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).