MEETING LOCATION & TIME

UC ADVANCE PAID Roundtable – "Building Capacity for Institutional Transformation in the Twenty-First Century: Women of Color in STEM and SBS Fields"

Where: UCI Student Center, Doheny Beach Room

When: October 17, 2012 from 9:15 a.m. - 4:30 p.m. (Registration and continental breakfast begin at 8:30 a.m.)

Please note: This event will be filmed.

KEY CONTACTS on October 17th

Dina Jankowski, Roundtable Coordinator (UCI)
Work: (949) 824-9635
Mobile: (714) 488-9376

Kevin O'Neal, Roundtable Coordinator (UCOP)
Mobile: (415) 596-4045

MAPS & PARKING

The UCI Student Center is located on the east side of the UC Irvine campus at the intersection of West Peltason Drive and Pereira Drive. The parking structure is located on Pereira Drive, across the street.

- **UC Irvine Campus Map:**

http://advance.uci.edu/Events%20PDFs/Copy%20of%20UCI_11_map_campus-1%20%28highlighted%29.pdf

- **UC Irvine Student Center and Student Center Parking Structure (across Pereira Drive):**

http://maps.google.com/maps?q=Student+Center,+Irvine,+CA&hl=en&ll=33.64885,-117.842317&spn=0.010396,0.020599&sll=37.870602,-122.258606&sspn=0.007182,0.013883&oq=student+ce&hnear=Student+Center,+Irvine,+California+92697&t=m&z=16&iwloc=A

The UC ADVANCE PAID Program is supported by a grant from the National Science Foundation. Grant no. HRD 1106712

TRANSPORTATION

- **Travel by shuttle from the hotel to the Roundtable**: The UCI shuttle van will provide transportation to UCI at two separate times on the morning of the event for participants staying at the recommended hotel, Ayres Hotel & Suites [booking details below]. The first shuttle will transport attendees at **8:30 a.m**. A second shuttle will transport attendees at **8:50 a.m**. ** PLEASE NOTE: The UCI shuttle seats a maximum of 29 people; therefore, we ask that you plan departure times accordingly. **

- **Travel by cab from Santa Ana (Orange County/SNA) Airport**: If necessary, you may hire a Yellow Cab from the lower level luggage pickup area for the approximately 3.5 miles to campus. Ask to be taken to the UCI campus at the intersection of West Peltason Drive and Pereira Drive. The fare is approximately $14.00 one way.

- **Travel by car for UC parking permit holders**: The UC Irvine campus honors quarterly and annual faculty/staff permits from other University of California campuses in our unmarked parking spaces for the purpose of short-term visits. These permits are also valid in most Reserved parking areas after 5:00 p.m. (except those marked "Enforced 24 hours") Monday through Friday and all day on Saturday and Sunday. The best place to park is the Student Center Parking Structure, located directly across the street from the conference center.

- **Travel by car, no UC parking permit**: The best place to park is in the Student Center Parking Structure, located directly across the street from the conference center. A parking permit must be purchased from the parking kiosk located at the entrance to the structure. Permits range in price from $10 for a general permit, to $20 for an oversized vehicle permit.

- **Travel by shuttle from Roundtable to Santa Ana (Orange County/SNA) Airport**: Two UCI shuttles will be available to take attendees from the Roundtable to the Santa Ana Airport. The first shuttle will depart from the UCI Student Center at 4:45 p.m. The second shuttle will depart from the UCI Student Center at 5:05 p.m.

RECOMMENDED HOTEL ACCOMMODATIONS

A block of rooms has been reserved for participants of the **UCI-UC ADVANCE Roundtable** at the Ayres Hotel & Suites. Please make your reservation early as space is limited. This will ensure you receive the UCI discounted rate of $99.

- **Ayres Hotel & Suites** (Costa Mesa)
  325 Bristol Street, Costa Mesa, CA 92626
  Phone: (714) 549 - 0300

  - UCI Rate: $99 for a standard room **** PLEASE NOTE: You must request the UCI corporate rate at the time the reservation is made. ****

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(Hotel Accommodations, cont'd)

- Hotel shuttle service is provided from the airport.
- UCI Shuttle service will be provided from this hotel to the UCI campus on the morning of the Roundtable.
- Distance from hotel to UCI campus: 4.1 miles (map)
  Click Here to See a Virtual Tour of the Ayres Hotel

To book a room at the Ayres Hotel & Suites

- Book online here, or Call 1-800-322-9992 and ask for the "UCI - UC Advance Roundtable Group Rate"

TRAVEL REIMBURSEMENT

For campus delegations that will travel by air (UCB, UCD, UCM, UCSF, and UCSC), UC ADVANCE PAID funds will support reasonable travel costs up to $500 per person, including allowable air, ground transportation and parking, hotel and dinner [if delegation must travel the night before to arrive at the meeting on time] for five representatives from each campus.

For campus delegations that will travel by ground (UCSB, UCLA, UCR, UCSD, and UCI), campuses have agreed to fund mileage costs. UC travel policy requires that all Travel Reimbursement Forms (TRFs) be submitted **within 21 days** after completing an approved business trip.

A useful summary of the UCOP travel policy (Business and Finance Bulletin G-28) is available here: http://www.ucop.edu/ucophome/policies/bfb/g28summary.pdf. The complete policy may be viewed here: http://www.ucop.edu/ucophome/policies/bfb/g28.html

For your convenience, two pre-filled travel reimbursement forms are included in this logistics folder:

- UCLA or UCM employees only, please use the attached "Employee" form.
- Employees from all other campuses, please use the attached "Non-Employee" form.

Please complete your reimbursement form fully and remember to **submit original receipts**. Airline receipts must indicate the **method of payment**. Please also note that in order to be reimbursed, you **must use your home address** when filling out the form.

Once the form has been completed, signed, and all original receipts have been attached, please make a copy for your own records and send the original hard-copies to:

Office of Academic Personnel
UC ADVANCE PAID Program
University of California, Office of the President
1111 Franklin Street
Oakland, CA 94607
Phone: (510) 987-9479

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