

Conference on Holomorphic Curves and Low Dimensional Topology

Overall campus map: <http://transportation.stanford.edu/pdf/parking-map.pdf>

HOUSING ARRANGEMENTS

Lodging

Munger Graduate Residence, Bldg. 4
555 Salvatierra Walk
<http://campus-map.stanford.edu/index.cfm?ID=02-070D>

Week 1

Check-In Date: **7/29/12**
Check-In Location: **Munger Front Desk**

Check-In Time: **3:00 PM - 8:00 PM**

Check-Out Date: **8/4/12**
Check-Out Location: **Munger Front Desk**

Check-Out Time: **8:00 AM - 11:00 AM**

Week 2

Check-In Date: **8/5/12**
Check-In Location: **Munger Front Desk**

Check-In Time: **3:00 PM - 8:00 PM**

Check-Out Date: **8/11/12**
Check-Out Location: **Munger Front Desk**

Check-Out Time: **8:00 AM - 11:00 AM**

Your Conference Front Desk is: **Munger**

Jacobson-Sorensen Hall
554 Salvatierra Walk
Stanford, CA 94305
Tel: 650-723-3225 Fax: 650-723-3228



NOTE: Individuals arriving or departing at times other than those listed below must check in and check out at the Conference Front Desk unless other arrangements have been approved by your Conference Account Manager/Coordinator.

- Common areas are cleaned daily, Monday-Friday

For any after hours lockouts, please call the front desk after hours number, not the coordinator on call.

After hours Front Desk numbers to call:

Lagunita	736-9997
Lasuen	723-8017
Munger	721-2770; 319-5306
Rains	736-9994
Stern	736-9986
Wilbur	736-9994

Please read and remember these important items:

- **LOST KEY CHARGES**

All room keys must be returned by the end of the check-out period. For security reasons, locks are changed immediately when a key is not returned. The lost key fee is \$135 for residential halls (*i.e.*, dormitory style residences), and \$250 for apartments (*i.e.*, Escondido Village studios, Munger Graduate Residence apartments, and Rains apartments) and will be charged to the conference account. If a guest reports that they have lost a key while in residence, the lock is changed and a lost key fee will be assessed.

- **CHECK-OUT**

The standard check-out time is 11AM. Your Conference Account Manager/Coordinator must approve any check-out scheduled after 11AM. If arrangements have been made with your Conference Account Manager/Coordinator to check out after 11AM, all luggage and personal belongings may have to be removed from the rooms and keys returned to the Conference Front Desk in order to prepare the residence(s) for the next program. If luggage and personal belongings must be temporarily stored, the program staff must arrange for their security. Stanford University and Stanford Conferences take no responsibility for any belongings stored in lounges, the Conference Front Desk area or outside the residences.

- **DAMAGES**

Each program is expected to leave the residence(s) in the same condition in which it was found at the time of arrival. If furniture is moved during the program, it should be put back in its original location or charges may be assessed to have this done by the Housing staff. You may accept the residence(s) "as is" or arrange for an inspection tour with your Housing Building Manager before your attendees arrive to document existing conditions. An inspection tour may also be scheduled after they leave to ascertain damage, if any, resulting from their activities. Any damages (or facilities problems) noticed by staff or attendees should be brought to the attention of your Conference Front Desk Coordinator and Conference Account Manager/Coordinator. All damage charges and labor costs will be billed to the program's account number. Your Conference Account Manager/Coordinator will notify you of the estimated repair or replacement costs as soon as possible.

From the Executive Director, Stanford Conferences

The summer conference season is quickly approaching once again, and the Stanford Conferences team is looking forward to hosting your program and assisting you with the necessary planning that will help to make your guests' time at Stanford productive and enjoyable. On behalf of the entire Stanford Conferences team, thank you for holding your program at Stanford University and choosing to work with us this summer.

It seems that every summer we are a bit challenged with renovation and facility maintenance projects that inevitably impact many of the conferences we host; as campus project plans for this summer get closer to becoming finalized, it is becoming abundantly clear that we will see much of the same impacts to conferences in the months ahead. In fact, projects within the residences, dining halls, and throughout campus will be fairly abundant this summer; consequently, I urge you to be prepared for a variety of potential impacts to your program, including last minute venue changes (including the possibility of changes in residences), disrupted roadways and walking paths, and noise and dust. Some work may take place in occupied residences, as well. The Stanford Conference team will certainly call your attention to projects that will likely affect your program as soon as we become aware of it ourselves. Rest assured, of course, that we are doing and will continue to do everything we can to minimize troublesome impacts, and we will always work to ensure the safety of all our campus visitors.

As a reminder, while we take pride in the safety we experience on campus, please remember that the university is still accessible to the general public. Thefts within the residences and from parked vehicles do occur when opportunities are created. Please discuss security and safety with your guests. Our Public Safety Officers would be more than happy to assist you in these efforts.

It is with excitement and anticipation that the Stanford Conferences team awaits the arrival of your conference program. Please do not hesitate to call upon us for assistance.

Warm regards,
Phillip M. Gin, CMP, CMM



*A division of
Residential & Dining Enterprises*

Your housing package includes a daily breakfast. We encourage you to take advantage of this benefit.

Reservation Time:

7/30/12 Mon	8:00 am
7/31/12 Tue	8:00 am
8/1/12 Wed	8:00 am
8/2/12 Thu	8:00 am
8/3/12 Fri	8:00 am
8/4/12 Sat	8:00 am
8/6/12 Mon	8:00 am
8/7/12 Tue	8:00 am
8/8/12 Wed	8:00 am
8/9/12 Thu	8:00 am
8/10/12 Fri	8:00 am
8/11/12 Sat	8:00 am

Location:

Arrillaga Family Dining Commons
489 Arguello Way
(map on next page or can be found at
[http://campus-
map.stanford.edu/index.cfm?ID=06-250](http://campus-map.stanford.edu/index.cfm?ID=06-250))

Standards of Conduct:

- Alcohol is not permitted in our dining halls unless arrangements are made with your dining conference manager.
- All conferees will bus their own trays to the designated areas. Please contact your dining hall manager for special assistance.
- Meals must be consumed in the dining hall unless arrangements have been made with the dining hall manager.
- Throwing food or any other objects can lead to individual discipline, up to and including removal from the University.
- Shoes and shirts must be worn at all times in the dining halls.
- Roller skates or skateboards are not allowed in any dining halls.
- Smoking is not permitted in any of the dining halls.
- No pets are allowed in the dining areas. Service animals are welcome.

