

NC STATE UNIVERSITY

University Housing

*Inviting you to spend your
summer with us!*

Conference Services



NC STATE

Conference Services

Inviting you to spend your summer with us!

University Housing at NC State invites you and your group to stay with us this summer. Our campus offers comfortable accommodations that allow you to enjoy the convenience of location, on-site facilities, and a summer staff working together to make sure your event is a success.

NC State is an excellent campus for groups to host conferences, workshops and research programs. NC State's ideal location in the state capitol and down the road from Research Triangle Park places it in easy reach of a variety of major research institutes, libraries, educational centers, galleries and government agencies. This environment is enhanced by historical and cultural opportunities, ongoing sporting events, entertainment, and recreational activities.

This document highlights our Conference Services Program, including information on our available services, accommodations and housing rates. If you are interested in having NC State host your event, please review this information and complete the enclosed interest form.

If you have questions or require additional information, feel free to contact our office at (919) 515-4398.

We look forward to hearing from you soon!

Lynne Barbour
Conference Coordinator for University Housing

CONFERENCE STAFF

Conference staff is available to assist you in every aspect of event planning from preliminary logistics to check-in to departure. The summer staff consists of not only full time employees but student staff who reside in the residence halls and are available 24 hours a day to provide assistance to conference participants.

HOUSING ACCOMMODATIONS

University Housing takes pride in being able to offer affordable, comfortable living arrangements. Accommodations are available in various layouts offering options to our guests.

- In corridor-style halls, rooms open onto a common hallway. Restroom and shower facilities are down the hallway and are common to all guests in the building.
- In suite-style halls, eight to fourteen guests share a suite and bathroom facilities. Each room opens into a secure suite hallway.
- In hotel-style halls, the rooms open directly onto an exterior breezeway. These rooms accommodate two people and have a private bath.
- In apartment-style halls, four guests share a suite with two bathrooms, common kitchen, laundry, and living space. Apartments open into an interior hallway within the building.

University Housing Conference Services, 1112 Pullen Hall, Campus Box 7315, Raleigh, NC 27695
(p) 919-515-4398 . (f) 919-831-3542 . lynne_barbour@ncsu.edu . www.ncsu.edu/housing/conferences

Most rooms are furnished with two twin beds, desks, chairs, dressers and closets. Each residence hall has coin-operated laundry facilities, vending machines and lounges available for conference participants. All of the lounges are comfortably furnished, making them perfect for small group meetings or follow-up sessions.

If your group requires any special accommodations, we will work to meet your individual needs.

HOUSING RATES

We provide four options for linen packages. Our staff will be glad to help you determine which package best suits your needs. Our most popular, the Basic Linen packets include two sheets, two towels and a washcloth. Additional options are listed below:

NO LINEN OPTION

- Single room \$28.00
- Wolf Village (single only) \$29.75
- Double room \$17.75

BASIC LINEN OPTION

Linen packet includes two sheets, two towels and a washcloth

- Single room \$30.00
- Wolf Village (single only) \$32.00
- Double room \$20.00

FULL LINEN OPTION

Basic Option plus: blanket, pillow and pillowcase

- Single room \$32.50
- Wolf Village (single only) \$34.25
- Double room \$22.25

DELUXE LINEN OPTION

Full Option plus: bed made, toiletries, mint

- Single room \$35.00
- Wolf Village (single only) \$36.50
- Double room \$24.50

It is our goal to provide you with the highest level of service at affordable rates for accommodations that are both clean and comfortable. Offering packages that fit into almost any budget and a centrally located campus, we think our summer conference package is hard to beat!

ADDITIONAL SERVICES

MEALS

On-campus options include cafeteria-style meals in our campus dining halls, convenience stores and chain restaurants such as Taco Bell, Chick-fil-A, Lil' Dino's Subs and more. Conference guests may also use University Catering which offers services that range from a morning coffee break at a business meeting to a catered banquet at your closing ceremony.

PARKING

Most parking areas on campus are reserved for permit holders. Our office can coordinate the advance purchase of permits for your group.

RECREATIONAL FACILITIES

A wide variety of recreational facilities are available and include both indoor and outdoor space for activities such as tennis, basketball, soccer, weight lifting and aerobics. Conference participants can purchase daily or weekly gym memberships as well as rent space for group use. If your event requires field space, Conference Services can reserve the field for you as well as obtain any necessary permits.

COMMUNICATION SERVICES

For an additional fee, Conference Services will supply local phone and voice mail services in your room. Wired ethernet connections and cable television access are other upgrade options. Unity IDs can be provided for groups that would like access to campus computer labs.

MEETING & CLASSROOM SPACE

Most residence halls on campus have lounges and common areas that can comfortably accommodate up to 25 people. Formal meeting rooms and academic spaces are available through the University's student centers and Registrar's Office. Conference Services would be happy to arrange your group's use of these spaces.

CONFERENCE LOGISTICS

Additional conference support such as nametags, on-site and pre-registration assistance, off-site rentals, program logistics and assistance with other conference-related activities are available through our office.

RESERVATIONS AND REGISTRATION

REGISTRATION ELIGIBILITY

Groups and individuals whose programs are sponsored by a university department, civic group or nonprofit enterprise may use our facilities. Conference participants are expected to abide by residence hall and university policies, local, state and federal laws. The University reserves the legal right to terminate the rental agreement of any group or individual not abiding by these policies. If you have questions as to your group's eligibility for campus accommodations, please contact us for clarification.

REGISTRATION INFORMATION

The 2008 conference season will begin Friday, May 13th and end on Sunday, August 3rd. The month of June is usually heavily scheduled; therefore, eligible participants should apply early to ensure accommodations.

RESERVATION REQUESTS

If your group would like to stay with us, complete and return the reservation form enclosed. Early in the year, groups will be assigned to a specific residence hall and sponsors will be notified of the assignment. Requests for specific locations will be honored whenever possible. When we receive your reservation, we will prepare a preliminary quote for your review. If you have questions about this quote or if you have not heard from us within 3 weeks of submission, feel free to contact our office to inquire about your status and assignment. We are committed to serving you.

BILLING

Following the conference season, sponsors will be billed for housing accommodations and any additional services the group receives. All conference expenses should be made payable in U.S. dollars drawn from an American bank (i.e., with routing number on check).





NC STATE

CONFERENCE SERVICES RESERVATION FORM

Please complete this form as fully as you can and remit to the address below.

GROUP NAME: _____

GROUP CONTACT: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

AGE RANGE: _____ MIXED GENDER: Y N

REQUESTED ARRIVAL DATE: _____, 2008

REQUESTED DEPARTURE DATE: _____, 2008

ADDITIONAL SERVICES (*PLEASE CIRCLE*):

INTERNET ACCESS	Y	N
COMPUTER LAB ACCESS	Y	N
PARKING PASSES	Y	N
DINING SERVICES	Y	N
CATERING	Y	N
RESIDENCE HALL SPACE	Y	N
CLASSROOM SPACE	Y	N
INDOOR REC SPACE/PASSES	Y	N
OUTDOOR SPACE	Y	N