Conference Desk Information

The Conference Desk Staff will assist you with lost keys, lockouts, Summer Triton Card purchases, parking permit information, maps, directions and advice on local attractions. If you need assistance when the desk is closed, please call the after-hours helpline at 858.534.4165.

- **Village Conference Desk**
  Village West, North Break Lounge
  7 am – 2 am | 7 Days a Week
  858.534.4165

- **ERC Conference Desk**
  Kathmandu East (KH015)
  7 am – 10 pm | 7 Days a Week
  858.534.1142

- **Muir Conference Desk**
  Half Dome Lounge, Muir Apartments
  7 am – 10:30 pm | 7 Days a Week
  858.534.1105

**Telephone Services**
Telephone messages can be received at the Conference Desk locations. If you should receive a phone message during your stay, you will receive a notification posted on your entry door to check in at the Conference Desk.

**Mail Services**
Mail can be received at the Conference Desk locations. If you should receive mail or packages during your stay, you will receive a notification posted on your entry door to check in at the Conference Desk. Please note, you will need identification to pick up any mail. Please have correspondence addressed to the correct Conference Desk location. Please allow additional 1-2 business days for delivery.

**Name of Guest**
**Name of Conference Group**
(The Village, ERC, Revelle) Conference Desk
9450 Gilman Drive La Jolla, CA 92092-0100

**Wireless and Internet**
Basic Internet access in the residential facilities are included in your conference stay. For more information: resnet.ucsd.edu/get-connected. For any questions or problems with the network, please call ResNet at 858.534.2267 or visit your conference desk. Once you are connected and open an Internet browser you will be directed to a ResNet “Authentication” website with the option to register as a Guest on the residential network (ResNet). To reduce the amount of time it takes to get connected, make sure you have an enabled firewall, updated antivirus software, updated operating system, and updated software - especially Adobe products and Java. For wireless Internet access on the main campus, the UCSD-GUEST wireless network will only require agreeing to the AUP.

**Lockouts/Lost Keys**
If you should get locked out or lose your key to your room during your stay, please visit your Conference Desk location to receive a courtesy key or replacement for immediate use. If you are unable to get to your Conference Desk location, please call 858.534.4165 for assistance.

**Laundry**
Washers and dryers are located in laundry rooms in both apartment buildings and residence halls. To use laundry facilities, you will need to purchase a Summer Triton Card. Cards are available at any of our Conference Desk locations in $5 and $10 denominations.

Dining
Conference attendees can enjoy an all-you-care-to-eat experience during breakfast, lunch and dinner at most campus Dining Services restaurants. Offerings range from fresh baked goods to grilled items, organic produce, cage free eggs and daily entrée specials. hhd.ucsd.edu/DiningMenus
Pick up additional snacks, coffee or retail items at Roger’s and The Village Market open throughout the summer.

**Meal Cards**
Lost meal cards will be replaced for a $5 fee and payment is due at the time of replacement (unless otherwise arranged with Hospitality and Conference Services). Cards can be purchased at your Conference Desk location.

**Maintenance Request**
If you have a maintenance request (clogged toilet, running faucet, broken garbage disposal, etc.) please call our Customer Service Center to report the issue at 858.534.2600. HDH Maintenance Staff will enter premises to fix the issue at the earliest opportunity unless otherwise arranged with Hospitality and Conference Services. This maintenance line is staffed from 6 am to 12:45am.

**Furniture**
Upon check-out, furniture in the residence halls and apartments must be left in the same set-up as upon check-in. If furniture is relocated or damaged, there will be an additional fee applied to the master invoice.

**Housekeeping Services**
The University shall provide housekeeping services in all housing areas based on your conference program.

**Housekeeping services may include:**
- Hallways, residential suites and common areas vacuumed
- Trash removal
- Bathrooms cleaned

Linen services vary according to the program that your conference organizer has arranged. Most housing areas include a linen bundle (including towel and bedding sets) provided upon arrival. These sets are refreshed weekly.

**Additional linen sets can be rented at our Conference Desk locations:**
- Towel Set $5 | Bedding Set $5

**Checkout**
To check out, please return your room keys and meal cards to your Conference Desk. If your key and meal card is not turned in by the scheduled check-out time for your group, you may be charged a key and/or lock replacement fee.

**Parking & Permits**
Parking permits can be purchased on-line prior to your arrival to campus or at any of the Conference Desk locations using the complimentary computer Kiosks. Please visit: transportation.ucsd.edu to purchase your permit. Permits can also be purchased at the Parking Office located in the Gilman Parking Structure or at one of the kiosks located in the parking lots.

Parking Permit Rates are as follows: (B) 1-day $7, 5-day $35, 7-day $42 1-Month $95. Rates are subject to change. No refunds will be issued for any unused permits regardless of cause. Permits are required 7 days a week.

**Recreation Facilities**
Enjoy tennis, racquetball, handball, squash, weight training, swimming, running, softball, and volleyball at one of the campus recreation facilities by purchasing a daily or weekly pass. Passes may be purchased at RIMAC or at Canyonview Aquatics & Activities Center. Guests will need to have a picture ID to purchase a pass. Children ages 10–17 can utilize the facilities if they are accompanied by an adult, except for the weight rooms.

To view the latest information and rates on our Sports and Recreation facilities, visit recreation.ucsd.edu.
Emergency Evacuation Plan

- Review the Emergency Plan prior to an Emergency.
- In case of fire use stairs for exit. Do not use elevator.
- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Be certain all persons in the area are evacuated immediately.
- Help those who need assistance, disabled, and small children.
- Report immediately to the designated assembly area (see map) to do a headcount.
- Do not reenter the building and wait for instructions from emergency response personnel.

Emergency Phone Numbers

- Fire, Police, Medical .......................................................... 911
- Poison Control Center ...................................................... 800.876.4766
- UC San Diego Emergency Status Phone No ...................... 858.309.6273

When calling any emergency phone numbers, calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

Fire Procedures Fire Alarm: Bell/Horn with flashing light:

- Pull the fire alarm and call Campus Police at 858.534.4357 or 911
- Alert people in the area to evacuate
- Close door to confine the fire

In case of small fire:

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire.
- Pull the pin located in the extinguishers handle, aim the nozzle at the base of the fire, squeeze the handle and sweep from side to side at the base of the fire until it is out.

Have persons knowledgeable about the incident and location assist emergency personnel.

Evacuation maps are included in all housing areas. Evacuation maps will be located on the back of your entry door or in a common hallway for reference.

Evacuation maps may not be removed or altered. Take time to familiarize yourself with the evacuation plan for your residence. It is each resident's responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is dangerous and a violation of the California Fire Code.

Fire alarm testing and evacuation drills are conducted annually.