



AAC&U Engaging Departments Institute July 8-12, 2009

Logistics Information for Team Members

Dates and Times:

The Institute runs from **Wednesday, July 8**, through **Sunday, July 12**. Check-in will begin at 2:00pm on Wednesday afternoon and the Institute will officially start with the opening plenary at 6:30pm, followed by a reception, and will run through Sunday morning, finishing by 11:00am. A draft overview of the schedule is available at www.aacu.org/meetings/engaging_depts/resources09.cfm.

Location:

The Institute will take place on the campus of the University of Pennsylvania, in Philadelphia. Institute sessions will be centered in Houston Hall on the east end of the campus. You can view and print a **campus map** at www.facilities.upenn.edu/mapsBldgs/.

Travel to Philadelphia:

Most major airlines service Philadelphia's airport, and the Amtrak 30th Street Station is just a few blocks from the campus. We advise you to make your travel arrangements as soon as possible since fares often increase as the time of travel draws near.

Transportation into and within Philadelphia:

There are several options for transportation from the airport to campus and within the city.

Car: The drive from the airport to campus takes approximately 15-20 minutes. Some teams may wish to rent a car for use during the Institute and rentals are available at the airport from all major car rental companies.

Parking will be available on campus for a fee of \$32/day in either Lot 30 (on the Corner of 38th and Walnut) or Lot 40 (on the corner of 40th and Walnut).

Taxi: Taxi service is available from the airport with fares to the campus averaging \$25-\$30 before tip.

SEPTA: The Airport Express Train leaves 9 minutes after every half hour, and will take you to either the University City Station on Convention Ave or to 30th Street Station. The fare is approximately \$7.00 and the ride takes 18 minutes to the University City Station. SEPTA trains can also be used to get into downtown Philadelphia. For more information see www.septa.org or www.septa.org/maps/click_map.html for a rail system map.

Shuttle Van: Lady Liberty Shuttle provides shared van service from the airport for \$10/person, and more information about their services can be found at www.ladylibertyshuttle.com.

Directions to the University of Pennsylvania:

Driving directions to the University of Pennsylvania campus are available from the school's website at www.admissionsug.upenn.edu/visiting/directions.php. Note that the South Street Bridge near the campus is currently closed for construction.

Lodging:

All Institute participants will be housed in **Harrison College House** in air-conditioned single bedroom suites with semi-private baths. The residence hall is a short walk from the buildings where the Institute will have its meetings. In the halls, bed linens and a pillow, towels, a washcloth and soap will be provided. You might want to bring your own bath towel (if you expect thick and fluffy), an alarm clock (none in the rooms), extra hangars, or a small reading lamp. The dorm rooms are spacious but sparsely furnished, so bring along any comforts of home you find indispensable.

Directions to Harrison College House (3910 Irving Street, Philadelphia, PA 19104; 215-898-5256)

By cab or shared van: you can ask to be dropped off at the corner of Spruce Street and 39th Street (which is closed to traffic on campus), at the back side of the building. Walk up the 39th Street path to access the front doors, which face away from Spruce Street.

Driving: when you get to campus travel west on Walnut Street to 39th Street. There are meters on both sides of the street and you may sign out a cart at the front desk of the building should you need to unload your vehicle. Walk south on 39th Street and make a right on to Locust Walk (there will be a red sculpture on the right.) Harrison College House will be in front of you to the right.

Arrival and Departure from the Residence Hall

Checking In - To check in and receive your keys and ID card go to the Information Center located in the lobby of Harrison College House. You will receive a packet containing an envelope with keys and a temporary ID. In order to access the residence hall you must swipe your ID card and enter the pin number given to you at check in.

Checking Out - To check out, return your keys and ID to the front desk. **IMPORTANT: ALL KEYS MUST BE RETURNED AT MOVE-OUT.** If a room key is not returned there will be a \$130.00 charge for a core change.

If you are thinking of building a family vacation into your travel to Philadelphia, you should schedule family time for either the pre- or post-Institute period, since the schedule is intensive. *Sorry! There are no accommodations on campus for family members.*

Telephones:

The residence hall rooms do not have phones, so for ease of personal communications we recommend cell phones. There are a few public use phones available that require a calling card.

Meals:

Meals for Institute participants will be served either in the Class of 1920 Commons (breakfast) or Houston Hall (lunch and dinner). The cost is included in the institutional participation fee. Dinner will not be served on Friday evening to allow participants to sample some of the great neighborhood restaurants. (If you're looking for a place to eat, try www.philadelphiarestaurants.com or ask the front desk staff for recommendations.)

Special Dietary Requirements:

Any participant with special dietary requirements should communicate those to us as soon as possible by contacting Gretchen Sauvey at (202) 884-7413 or sauvey@aacu.org.

Dress:

Dress will be *casual* throughout the week, though some people may prefer to dress up for Thursday and Saturday's dinner banquets. Wear comfortable shoes for walking around on campus. The weather in Philadelphia in early July can be quite warm, with highs around 85-90°F and lows around 70°F, but all the institute buildings are air conditioned, so plan accordingly.

Computers:

Computers are available for work and internet access in the computer lab in Harrison House. Internet access will be arranged for all participants: you will receive details for access when you check in. We suggest that teams bring at least one laptop to use for typing up notes, as well as USB memory devices for printing in the Institute office or at copy shops.

Photocopying:

There is a small copy shop with limited hours in the basement of Houston Hall, and a larger campus copy shop located a block away on Walnut Street.

Additional Information:

All questions related to Institute logistics should be directed to **Gretchen Sauvey** at **(202) 884-7413**, e-mail address: sauvey@aacu.org.