



## IMPORTANT INFORMATION

**Conference location:** Susquehanna University, 514 University Avenue, Selinsgrove, PA 17870

**Maps & Directions:** <https://www.susqu.edu/campus-life/our-campus-and-location/maps-and-directions>

### **Information for on-campus housing:**

- Bring a pillow
- Bring toiletries
- Two sheets, blanket and pillow case are provided.
- Beds are dormitory grade but ok for a night or two
- Some individuals bring a sleeping bag to place over the bed for more comfort
- Dorm rooms are suites. Three separate bedrooms with a shared bathroom and living area.

**Annual Meeting Registration:** At entrance to Charles B. Degenstein Campus Center (aka Degenstein Hall is #53 on campus map)

### **Room Registration is in Degenstein Hall:**

- Keys and room registration will be available from 1:00 pm – 6:00 pm on Friday at the table in Degenstein just beyond where you registered.
- After 6 PM -6:45 pm, please go to the Event Management office (located in Degenstein, near hospitality area) to pick up your keys.
- Please keep your key envelope so you can return your keys in it to Susquehanna University when you leave.
- **Please Note:** *THERE WILL BE CHARGES IF THE KEY AND CARD ARE NOT RETURNED AT THE END OF YOUR STAY*

**Getting Around Campus:** Golf cart rides may be available for those requiring assistance getting around campus. Information is available at check-in.

### **Restrooms:**

- Weber Chapel has one handicap accessible restroom on the main floor. The remaining restrooms are downstairs.
- Degenstein and the workshop buildings have plenty of restrooms as well.

## Susquehanna University's Emergency Number

Public Safety's # in case of emergencies or safety issues is 570-372-4444. You can also dial 4444 from any campus phone.

## First Aid/Medical Emergencies

We will have people on call if you need medical assistance during the day on Friday and Saturday. For medical emergencies during the night, please call 911. This information can be found in your meeting packet.

## Check Out

- Check out is 3:00 pm – 7:00 pm in Mellon Lounge in Degenstein
- If leaving before 3:00 or after 7:00 go to the Event Management office in Degenstein to return keys
- Place linens in the pillowcase and place outside your dorm room
- Blankets should be placed next to the pillowcase
- Air conditioning should be turned off, windows closed and any trash/recycling properly disposed
- Please check all areas (including drawers, closets, outlets, etc.) for personal items before checking out. There are reminder signs posted "Before You Leave" throughout the buildings to remind you of these 'to-dos'

## *Other Pertinent Information*

## Social Media

- Please share your photos and experiences on your social media using #pccren

## Speak Outs

- Following each plenary, we have ten – 60 second Shout Outs. These one minute announcements can be signed up for on the big note pad in Degenstein and Weber.