



ADMINISTRATIVE NOTES

(READ CAREFULLY)



EMERGENCIES: In case of an emergency during the day, consult your adult leader(s) and/or the JSEHS registration desk in the J.C. Penney lobby (314-516-3420). If you have an evening emergency at the hotel, consult your adult leader(s), the JSEHS Director or one of the JSEHS staff.

SYMPOSIUM RULES & EXPECTATIONS:

- You are required to remain for the entire Symposium and to attend **ALL** sessions, meetings and tours including the welcome at 1:00 p.m. on Thursday. Students may not depart the Symposium without consent from the JSEHS Director. Contact the JSEHS Director if you must depart before noon Sat.
- Please wear your name badge at all functions. Failure to do so will exclude you from the activities.
- All students must be in their rooms by **midnight**. The official "lights out" time is **12:30 A.M.** Please anticipate the exhausting schedule and be considerate of others. This is particularly important Thursday evening if one of your roommates is a paper presenter early Friday morning. If disruptive behavior occurs, the chaperones and staff will make appropriate decisions for the benefit of all participants.
- Please remember that we are guests of the hotel and must respect the needs and rights of other guests. Our extremely inexpensive room rate allows minimal service and cannot cover abuse to the hotel or its property. Please be courteous to all hotel personnel and banquet presenters. If you have the opportunity, thank them for their efforts.
- Be courteous and respectful to fellow students and presenters. Turn off your cell phone during sessions and do not use portable music players.
- The Symposium will not tolerate any unlawful use or possession of drugs, alcoholic beverages, or nicotine-containing products on campus, off campus, or at the hotel. Anyone caught in violation or anyone suspected of illegal use will be sent home automatically and immediately at their own expense. No proof, cause, or hearing is required.

SCHEDULE / PAPER SESSIONS:

- You must be attentive to being at the right place at the right time. You have a very tightly-scheduled program, leaving little time for personal convenience and hygiene. Anticipate long periods of time without breaks. Student paper presentations begin at 8:00 a.m. sharp on Friday morning. Out of respect for the speakers, no entry into the paper sessions will be allowed after the presentation begins. Only after a speaker is finished and before the next one begins may you leave or enter a paper session. Every effort is made to keep timing accurate and synchronized.

HOTEL INFORMATION: (The hotel requires that the pool closes at 10:00):

- Rooms are reserved on a guaranteed-late-arrival basis. Teachers may register for themselves and their students on Thursday in the J.C. Penney lobby or later that afternoon at the hotel. Nancy Diley will be distributing room keys to the teacher on Thursday no earlier than 3:00 or during the break.
- **DON'T CHANGE YOUR ROOM ASSIGNMENT.** If there is an emergency, we must be able to find you.
- Long-distance calls are not to be made from your room; you must call from the hotel lobby or your cell phone. Food and movies cannot be charged to your room. Please check out of the hotel as you leave to begin the Saturday morning activities on campus. Any incidental expenses you incur will require your payment at check-out.

FIELD TRIPS / TOURS ON FRIDAY: Attendance is required so bring your tickets. Follow guidelines regarding clothing, phones, cameras, etc. (explained on the blue field trip sheet)! Buses are scheduled to depart at 10:30 a.m. sharp Friday at the South Entrance of the J.C. Penney Building. The buses will not wait and will depart on schedule. Students may exchange tickets with other students. Teachers may exchange with other teachers. Thank-you letters may be sent to the individuals noted on the Sponsors and Contributors sheet in your registration folder.

TELEPHONE NUMBERS:

- J.C. Penney Lobby (registration desk) (314) 516-3420
- Nancy Diley (Crowne Plaza Hotel) (314) 291-6700
- Department of Biology (314) 516-6226 or 516-6200
- Continuing Education-Extension (314) 516-6590