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**ISMP 2015**  
**July 12-17, 2015**

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**Arrival to Campus**

Directions to Duquesne University can be found at <http://duq.edu/about/campus/map-and-directions>. Guests will be residing in Des Places Hall, located on the east end of campus. Temporary parking is available on Seitz Street while you unload your belongings.

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**Housing Arrangements – Des Places Hall**

*Check-In: July 12, 2015*

You will receive your room assignment and room key at the front desk of Des Places Hall. Upon checking in, please make sure the room key is compatible with the lock and the room arrangements meet specifications. If there are any issues, guests are encouraged to see the front desk for immediately. Please follow up with the Conference Coordinator on the next business day with any outstanding issues.

*Check-Out: July 17, 2015*

Check out is very simple! We ask that you remove your items, turn off the light(s) and lock the door of the room behind you. The front desk staff will collect your room key upon leaving. Lost keys are subject to a \$84.00 fee.

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**Building Amenities**

Des Places Hall is air conditioned and features lounges on every floor. The restrooms are semi-private. Suites of rooms share a bathroom.

Linens: Bed linens may be included in the conference price. If so, you will be provided a pillow, blanket, two bath towels and two washcloths. Fitted and flat sheets are included.

Items to Bring:

Hangers  
Drinking Cups  
Alarm Clocks  
Lamp (The rooms do have overhead lighting)  
Toiletries (including blow dryer)

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**Laundry Facilities**

Laundry facilities are located in Des Places Hall. The laundry rooms are free to use, however, laundry detergent is not included.

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**Floor Lounges**

Each floor of Des Places Hall features a common lounge area that is available for all guests during their stay. We ask that guests be respectful of other conference attendees while using the lounge area.

## **Connecting to the Internet**

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Wireless internet is available Des Places Hall and around campus.

User Name: Conferences

Password: DUQpgh

## **Parking Arrangements**

Guest parking is available in the Forbes Avenue Garage. More information can be found online at <http://duq.edu/about/campus/parking/visitors>.

## **Dining Times and Locations**

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### *Options Café*

*5<sup>th</sup> Floor, Duquesne Union*

#### Monday – Friday

Breakfast: 7:30 am – 9:00 am

Lunch: 11:00 am – 1:00 pm

Dinner: 4:30 pm – 6:00 pm

#### Saturday and Sunday

Brunch: 11:00 am – 1:00 pm

Dinner: 4:30 pm – 6:00 pm

### *Starbucks*

*2<sup>nd</sup> Floor Duquesne Union*

#### Monday – Friday

7:30am-5:00pm

#### Saturday

7:30am-3:00pm

### *Red Ring Restaurant*

*Forbes Avenue – Power Center*

#### Monday – Friday

11:00 am – 7:00 pm

## **Important Contact Information**

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### **Conference Coordinator**

Megan Peterson

Room 326 Duquesne Union

412.396.1175 (office)

412.677.7059 (cell)

calvinm@duq.edu

### **Office of Residence Life**

Assumption Hall

412.396.6655

### **Dining Services**

Room 331 Duquesne Union

412.396.6612

**Computing and Technology Services**

Duquesne Union, 2<sup>nd</sup> Floor

412.396.4357(HELP)

**Public Safety**

Emergency: 412.396.2677(COPS)

Non-Emergency: 412.396.6002