



STEP 1 (Complete and submit application by April 10, 2020)

Complete and submit the Application for Use of Summer Housing

Include RIT account number

Include estimated number of participants

Read Summer Housing Office Manual of Policies and Procedures

Notify Dining Services of all meal needs

STEP 2 (30 days prior to conference)

Contact (via mail or email) all conference participants

Inform participants what items to bring

Inform participants of check-in times, location, and provide necessary directions

Inform participants of important contact information

Inform participants of all charges which can be incurred
(*Example: \$100.00 lost key charge, \$20.00 excessive trash charge, etc.*)

Notify Senior Coordinator of any ADA needs or special accommodations

STEP 3 (10 days prior to conference)

Submit in writing a final attendance guarantee
(*if different from the number of participants indicated on the Application for Use of Summer Housing*)

Submit Microsoft Excel roster of all participants names and gender to Senior Coordinator

Submit any preferred roommate requests to the Senior Coordinator

Contact the Senior Coordinator of any changes or updates