

WVU Conference and Event Scheduling (CES) Conference Request Form

Name of Conference/Camp

Contact Name

Address

Phone Number

Cell Number

Email Address

Company Name/University Department

HOUSING INFORMATION

Number of attendees staying overnight

Room type

Single Occupancy

Double Occupancy

Single & Double Occupancy

Service Type

Guest(s) under the age of eighteen?

Full (with linens)

Yes

No

Basic (without linens)

Conference groups (and individuals) are required to be out of the residence hall rooms by 11:00AM on check out date, Failure to check out by 11:00AM with prior written approval from the CES Office will result in an extra night's charge.

Residence Hall preference

ERC (Tower)
Lincoln Hall
University Park (limited availability)
No Preference - Evansdale Campus

Honors Hall
Stalnaker Hall
Summit Hall
No Preference - Downtown Campus

Staff Check In Date

Attendee/Guest Check In Date

Staff Check Out Date

Attendee/Guest Check Out Date

DINING/CATERING SERVICES

First Meal

Breakfast Lunch
Dinner

Date of first meal

Last Meal

Breakfast Lunch
Dinner

Date of last meal

Preferred breakfast time
(hours: 7:00AM - 8:30AM)

Preferred lunch time
(hours 11:30AM - 1:00PM)

Preferred dinner time
(hours 5:00PM - 6:30PM)

List any meals that will be omitted.

Please inform the CES Office if you have guest(s) with special dietary needs.

Will you require any beverage services refreshment breaks, catered receptions, banquets, etc.?

Yes No

REGISTRATION

of Tables

of Chairs

OTHER

PARKING

Full service groups will be issued one parking permit per attendee.

Basic Service groups will be issued two permits for 50 youth.

Fee charged for all parking permits. No parking is available for Stalnaker Hall, please contact the City of Morgantown Parking to obtain parking.

PRT

The PRT will not be operational during the summer of 2016 as it undergoes major upgrades. During this time, the University will offer the Mountaineer Station. The shuttle service will operate Monday through Friday from 7:30AM to 6:00PM. Stops include Mountaineer Station, Towers and the Coliseum. This is a free service for WVU students and conference guests (conference guest must show yellow card). More information on the shuttle can be found at <http://transportation.wvu.edu/prt/schedule>.

In addition, the Mountain Line "Blue and Gold Connector" route will be operating Monday through Friday from 6:40AM to 6:20PM with limited service on Saturdays and Sundays. This route will include the Towers PRT station, Towers, Oakland, Law School, Grant Avenue, Life Sciences, Beechurst, Creative Arts Center, Engineering PRT station, Evansdale Library and Allen Hall. WVU students and employees may ride the Mountain Line bus for free with a valid WVU ID. For more information on other Mountain Line routes and services available this summer, please visit www.busrider.org.

If your group requires PRT access, please have each person obtain a yellow conference card from the Residence Hall Main Desk they are occupying.

MEETING SPACE

Date Needed

Times Needed

Attending Event

Setup Type (if available)

Date Needed

Times Needed

Attending Event

Setup Type (if available)

Date Needed

Times Needed

Attending Event

Setup Type (if available)

Date Needed

Times Needed

Attending Event

Setup Type (if available)

Will you need access to AV equipment for meetings?

Yes

No

INVOICING

How will your invoice be paid?

Attendee(s)/Guest(s) will pay CES for lodging (and meals) upon arrival?

CES will invoice the Company/University Department post conference?

Are any of your guest(s) WVU registered students?

Yes

No

If WVU registered students, will they be taking academic classes as part of your conference?

Yes

No

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