



**SAN FRANCISCO
STATE UNIVERSITY**

College of Science & Engineering
Student Enrichment Opportunities Office
1600 Holloway Avenue, SCI 200
San Francisco, California 94132

Tel: 415/338-1305 * Fax: 415/338-0927
E-mail: seo@sfsu.edu * website: <https://seo.sfsu.edu>

Summer 2019

Re: 13th Annual qBio Conference – sponsored by the Center for Cellular Construction (an NSF funded Science & Technology Center, SFSU SACNAS and San Francisco State University)

Greetings qBio 2019 guest,

We welcome you to San Francisco State University (SFSU). Guest check-in is at the **Village @ Centennial Square front desk, located in Village Building A, 750 Font Boulevard, San Francisco, CA 94132**. You are scheduled for check-in on **Wednesday, July 31, 2019** and check-out on **Sunday, August 4, 2019**. You have been assigned a room in the Towers Junior Suites (TJS) or in the Village @ Centennial Square, Buildings B and C (VCS-B & VCS-C). The building, floor, and room number will be given to you at check-in.

If you need a room to accommodate a disability such as a wheelchair, please let us know right away as there are some Americans with Disabilities Act (ADA) complaint rooms available.

An **SFSU campus map** is attached and available on this website:

http://www.sfsu.edu/~sfsumap/graphics/sfsu_map_clean.pdf. The lodging is directly across the baseball field from the conference location, Annex 1 Student Event Center. **Directions to SFSU** are available on this website: <http://parking.sfsu.edu/visitor-information>. **Parking** is available just north of the lodging in Parking Garage #20. Parking fees are not included. For more information on parking, see the parking website: <http://parking.sfsu.edu/sfsu-parking/campus-parking>.

The attached **release of liability waiver** must be signed by all guests, regardless of age (a minor needs a parent/legal guardian to sign it). Please note that guests will **not** be allowed to check in without this completed waiver in hand.

Lastly, please see the attached **SFSU 2019 Summer Guest Services Brochure**, which outlines all of the SFSU policies and procedures along with basic check-in and check-out guidelines. This brochure plus an **SFSU Guest Safety Brochure** is also available on the q-Bio 2019 Lodging website:

<https://seo.sfsu.edu/content/q-bio-2019-summer-conference-lodging>

Check in begins at 3:00 PM - At check in each guest will be asked to sign a guest registration card, much like a hotel. Once this card is signed, you will be issued a room key and access card. You will also receive a summer conference pouch and a lanyard to help keep your keys and access card together.

Check out by 11:00 AM - Keys and guest access card must be returned to the front desk by 11:00 AM.

Luggage Room - We will be happy to store your luggage temporarily in a secure area until your room is ready or your conference has ended. Guests may use luggage rooms to store their luggage for late departures.



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Lock Outs - If you lock yourself out of your room, a Community Assistant will assist you. To ensure that only you and/or your roommate(s) have access to the Lock-Out Key, our staff will verify your identity and room number prior to guests being given access to their unit .

Keys and Guest Access Cards - Upon check-in, a room key and access card will be issued to you. These keys should be returned upon check-out. If you lose the key, a \$55.00 replacement fee per key and/or summer guest access card will be charged to the conference guest directly.

Your housing contact person at SFSU is Christian Rodriguez. He will be your direct contact during your stay. You can contact him for any assistance needed before, during, and after your stay.

Christian Rodriguez

Summer Coordinator
Conference & Event Services
800 Font Boulevard
San Francisco, California 94132
Tel: (415) 338-3970
Fax: (415) 405-0393
Email: crod212@sfsu.edu

Thank you,

Lynn Anderson

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Including the Center for Cellular Construction
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415-338-1305 Phone
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Websites: <https://seo.sfsu.edu/content/q-bio-2019-summer-conference-lodging>
and <https://qbio2019.ucsf.edu/venue-and-travel>