WELCOME

Yale University
Welcome to Yale!

We are delighted that you have chosen Yale University as your program venue. We hope that your program will be enriched by the world-class resources, extensive facilities, and richly historic campus that Yale has to offer. As your internal gateway to the Yale community, the Yale Conferences & Events (YC&E) team is dedicated to making your program a success.

This guide provides general information on available resources and services offered to help you prepare for your stay at Yale. Should you need additional information or have any questions, your YC&E Program Director is happy to assist you. We look forward to your arrival!

Sincerely,

The Yale Conferences & Events Team
Yale Conferences & Events is your ACCED-I certified one-stop shop for planning and hosting programs, conferences, or events at Yale. Our department offers a wide range of creative, administrative, and logistical services to facilitate the successful execution of your program, conference, or event through every step of planning and implementation. While you focus on developing your vision, our dedicated full-time planning team works behind the scenes to register participants, reserve venues, arrange travel, and coordinate services with other resource providers at Yale, in New Haven, and beyond.

Manage Your Program, Conference, or Event with a Single Point-of-Contact

Each program, conference, and event is assigned a YC&E Program Director, giving you access to an assortment of University resources through a single point-of-contact. Your YC&E Program Director will provide you with personal assistance in all stages of your preparation, including development of your concept, budget, and schedule. At the conclusion of your event, your YC&E Program Director will reconcile all income and expenses on a single invoice. With solutions tailored to meet the needs of discerning event organizers, we strive to create an experience for you and your participants that is both enriching and stress-free.

Your YC&E Support Team

Program Support: Your YC&E Program Director and their Assistant are your access point for YC&E’s services and an assortment of other University resources. Your Program Team will work with you to discuss your vision, create a budget, execute a contract, and conduct any follow-up after the program. Do not hesitate to contact your YC&E Program Director with any questions or concerns before, during, or after your event.

Operations Support: Housing Leads provide an additional layer of on-site and on-call support during your program. Conveniently located in satellite offices in the residential colleges and around campus, Housing Leads are your primary point of contact for troubleshooting, logistics, for residential housing during your time on Yale’s campus. Operations Coordinators may assist in the practical implementation of your needs. Your Operations Team is at your service to ensure the smooth execution of your program.

Our Services: At-A-Glance

- On-Site Support
- Catering/Meal Plans
- Classroom Coordination
- Conference Badges
- Custodial Services
- Event/Temporary Staff
- Financial Administration
- Gym Memberships
- Hotel Contract Coordination
- Identification & Access Cards
- IT Services
- Key Management
- Marketing
- Off-Campus Venues
- On-Campus Housing
- On-Campus Parking
- On-Campus Venues
- Online Registration
- Signage
- Telecommunications
- Transportation
- Travel Coordination
- Welcome Packets
- …and more!

Yale Conferences & Events Resource Guide: Summer 2016
Yale Conferences & Events Resource Guide: Summer 2016

Safety and Security

Campus Safety Information

Yale is located in downtown New Haven, CT – a vibrant urban setting. Yale makes many security resources available to program participants, including over 400 exterior blue safety phones around campus and a campus escort service.

For detailed safety information, please visit publicsafety.yale.edu. YC&E can also arrange a free informational security session for your participants or staff.

Emergency Preparedness

Emergency Contact Information

• Yale University Police Dispatch (24 Hours): (203) 432-4400
• Yale University Security Office (24 Hours): (203) 785-5555
• Police, Fire, Ambulance - Emergency Only: 911

emergency.yale.edu, publicsafety.yale.edu

Automatic External Defibrillators (AEDs)

An AED (automated external defibrillator) is a device that delivers an electric shock to the heart of a person in cardiac arrest and may improve chances of survival from sudden cardiac arrest. A full list of AED locations on Yale Campus is available at ehs.yale.edu/automated-external-defibrillator-aed-policy.

Yale Risk Management Requirements

Yale University requires that each group adhere to the following three requirements:

• Every group leader must sign up for Yale ALERTS, which will notify you of any on-campus emergencies. To do so, simply note it on your rooming list or contact your program director.
• Every program must create a plan to communicate Yale emergency alerts to staff and program participants who may not have signed up.
• Every program must create an Emergency Operating Plan (EOP) that covers, at a minimum, the following emergencies: Shelter in Place, Emergency Evacuation, and Medical emergency. Each will be specific to the location of your program, and will typically include your Group Name, Purpose, Scope, Organization, Planning activities, Concept of Operations, and specific Emergency Assembly Point(s). Your EOP must be in place by the time your program begins.

Should any incident occur during the program that involves either physical injury to a person or loss of Staff or Participant property, the incident must be reported promptly to Yale Police and your YC&E Program Director.

Before your program begins, you must verify with your YC&E Program Director that all three steps above have been completed, and that you understand the guidelines outlined here and in the Terms & Conditions (Exhibit B) of your contract. For more information, please see our Emergency Preparedness FAQ on our website at conferencesandevents.yale.edu/forms-info/compliance-faqs, or visit the Yale Emergency Management website at emergency.yale.edu, where you can download the Emergency Management at Yale brochure under “Contractors, visitors, and guests”.

Healthcare

YC&E can facilitate access to healthcare for program participants and staff for a fee. Available services include medical supervision, development of first aid and illness protocols, and access to ambulatory services at the Yale Health Center. Note that YC&E assumes no liability for facilitating these services. YC&E encourages programs to use the CampDoc electronic health record. Contact your YC&E Program Director for details.

Yale New Haven Hospital's 24-hour Emergency Department is a designated Level 1 adult and pediatric trauma facility. In an emergency, please call 911.

Yale New Haven Hospital
20 York Street
New Haven, CT
Planning for your Arrival

Information to send to YC&E

Communication with your YC&E Program Director is the key to success. The more details we have about your housing, classroom, and dining needs early in the process, the better we can serve you. Below are a few questions to answer to help your YC&E Program Director best match your program with the appropriate spaces and services:

Housing
- How many males and females do you anticipate in your group?
- Do you have any specific restrictions on males and females sharing facilities?
- How many single rooms do you need? Double rooms?
- How many staff do you have? Participants?
- Will anyone be arriving early or staying late?
- Will you require linens for your participants and staff?
- Will you require on-site office space?

Classroom
- What types of classrooms do you need, and how many of each? (e.g. “100 person lecture hall” or “20 person seminar room”)
- What specific dates and times will you need the classrooms? Please provide details on weekday and weekend requirements.
- Do you have any specific media requests for your classrooms?

Dining
- Are there any days you will be off-site and not need meals?
- Are there any days you will be off-site and would like Yale Dining to package your meals for the trip?
- Do you have preferred meal times?
- Do any of your participants have allergies or dietary restrictions?

Information you will receive from YC&E

Prior to the start date of your program, you will receive a pre-arrival document confirming your housing, classroom, and dining assignments. This document will also include details such as the location and phone number of your YC&E Satellite Office and confirmed check-in/check-out dates and times, along with confirming all logistical details.

Marketing

All marketing and promotional materials of any form (web, print, email) must be submitted to your YC&E Program Director for approval prior to publication. Materials must be reapprved each year. Please ensure that you follow the guidelines in your contract for the use of the Yale name. Be aware that if the participants of your program include high school-age students, your print or electronic promotional material must prominently disclaim affiliation with Yale by stating that your program “is independent of Yale University, its faculty, and its admissions office.”

Online Registration

YC&E can create customized, web-based registration forms for a fee. Through this form, participants can make payments by check or credit cards, which are processed through a secure system. The fee also includes name badges and up to two hours of on-site registration support.

To view an online demo of this service, please visit: https://www.regonline.com/demoform2016.

Signage

YC&E will provide basic housing, classroom, and check-in signage on campus. You may bring your own additional signage, or YC&E can produce custom signage for a fee. Your YC&E Program Director must approve all signage prior to posting. Signage may only be placed in designated areas on campus and only Blu-Tack adhesive is allowed. At the conclusion of your program, you are required to remove all signage.

Site Visits

It is highly recommended that you schedule a site visit to acquaint yourself with our campus and the space in which your program will be staying.

YC&E is hosting an Client Site Orientation for summer program administrators on Friday, March 4 from 10:00 am - 3:00 pm. The program, which is completely optional, will include an orientation to the Yale Campus, Classroom, and Residential Facilities; a meet-and-greet with YC&E staff; an overview of YC&E policies and procedures; and an opportunity to enjoy local New Haven cuisine. Attendees will also have the opportunity to meet one-on-one with their assigned YC&E Program Directors.

Alternatively, you may arrange a site visit on another date through your YC&E Program Director. Any requests for a site visit should be made at least one month prior to your group's arrival.
Timeline
Below are the most pertinent deadlines to be aware of prior to, during, and after your program:

<table>
<thead>
<tr>
<th>Prior to your Arrival</th>
<th>During your Event</th>
<th>After your Departure</th>
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<tbody>
<tr>
<td>Contract sent</td>
<td>Within 2 days of staff arrival</td>
<td>48 hours after departure</td>
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<tr>
<td>Contract signed</td>
<td>2 days after check-in</td>
<td>60 days after departure</td>
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<tr>
<td>90 days prior to arrival</td>
<td>11 am on departure date</td>
<td>30 days after delivery of final invoice</td>
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<td>30 days prior to arrival</td>
<td>Before 4 pm on departure date</td>
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<td>14 days prior to arrival</td>
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<td>7-14 days prior to arrival</td>
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<td>7 days prior to arrival</td>
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<tr>
<td>One week prior to check-in</td>
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<tr>
<td>Prior to participant arrival</td>
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<tr>
<td>Contract must be returned within 21 days of receiving it</td>
<td>Meeting with your PD &amp; HL to review any last minute changes</td>
<td>Outstanding keys and access cards deemed lost</td>
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<td>35% deposit due (based on contracted package price);</td>
<td>You must notify the satellite office of any housing adjustments</td>
<td>YC&amp;E presents you a final invoice of all services rendered</td>
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<td>security deposit due for Housing</td>
<td>Check-Out deadline</td>
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<td>Housing reduction* may be allowed in whole entryways</td>
<td>Final Group Leader Sign-Off</td>
<td>Final payment made to YC&amp;E, or YC&amp;E refunds any overpayment</td>
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<td>subject to YC&amp;E’s discretion</td>
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<td>Dining and participant numbers may be reduced up to 20%</td>
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<tr>
<td>30 days prior to arrival</td>
<td>YC&amp;E calculates an adjusted package price to reflect agreed changes</td>
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<tr>
<td>14 days prior to arrival</td>
<td>to dining numbers</td>
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<tr>
<td>7 days prior to arrival</td>
<td>80% deposit due (based on adjusted package price)</td>
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<tr>
<td>One week prior to check-in</td>
<td>Housing and participant lists due to YC&amp;E</td>
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<tr>
<td>Prior to participant arrival</td>
<td>Deadline to request Early Arrivals and Late Departures</td>
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McClellan Hall and Linsly-Chittenden Hall on Old Campus
Yale University was founded in 1701

Branford College Courtyard
Branford is one of 12 undergraduate Residential Colleges
**Campus Resources**

**Computer Access (“Computer ID”)**
YC&E can arrange for access to Yale computer labs located on campus in residential halls, libraries, and other buildings. An individual Computer ID is required to log on to Yale computers. Each individual must have his or her own Computer ID. Computer IDs are $5.00 per person and are valid for the duration of your stay on campus. To request Computer IDs for your group, please not this on your rooming list. A Computer ID is not needed is a guest is using a personal computer/laptop.

**Wireless Internet**
Free wireless internet access for visitors (SSID “Yale Guest”) is available in all academic and residential buildings on campus, as well as in certain public outdoor spaces.

**Printing**
With a group Print Account, your program can print using the Yale printers within computer clusters on campus. To use a print account, a user must have a Yale Computer ID. Your group’s print account can be pre-loaded with any monetary amount upon a group’s arrival and any unused funds will be refunded to the group upon departure. Your YC&E Program Director can assist you with setting up a print account for your group.

**Gym Access**
The Payne Whitney Gymnasium is the second largest gymnasium in the world and houses numerous exercise rooms and sports facilities in 9 stories on 12 acres of indoor space. Individual and group memberships are available to summer participants for a fee at: [www.regonline.com/gymmemberships2016](http://www.regonline.com/gymmemberships2016).

If you would like to book specific spaces (i.e. dance studio, pool, gym, or field space), please contact your YC&E Program Director. Note that exercise rooms in residential buildings are off limits during the summer months.

**Transportation Options**

**Travel Coordination Service**
YC&E provides optional travel coordination services to coordinate group or individual travel arrangements, including air, rail and ground service. This service includes 24/7 travel support, personalized travel itineraries, and reimbursement processing, and costs $50.00 per person.

**Local Transportation (coordinated by YC&E)**
Your YC&E Program Director can coordinate your group’s local transportation needs free-of-charge, including transfers to and from nearby airports, train stations and other destinations. Information on other transportation options in and around New Haven can be found at: [http://livingnh.yale.edu/transportation](http://livingnh.yale.edu/transportation).

**Parking**

Street parking spaces may also be temporarily reserved by renting meter bags. Meter bag rentals can be arranged by your YC&E Program Director.

Parking is also available in the Pierson-Sage Garage located at 350 Edwards Street (approximately one mile from the residential colleges). Rates are $8.00/day, $31.00/week, and $94.00/month. Individual garage parking spaces may be reserved at: [www.regonline.com/summerparkingatyale2016](http://www.regonline.com/summerparkingatyale2016).

Your YC&E Program Director can coordinate parking access in other lots as necessary.

**Yale Shuttle Service**
Yale provides a free shuttle service around campus, including to and from the Pierson-Sage parking garage. Shuttle schedules and routes are available at [toyale.edu](http://toyale.edu) or via the TransLoc Mobile app for Android and iOS.
Overview of Classrooms and Venues

Classrooms, laboratories, meeting rooms, lecture halls, recreational facilities, and other specialty venues are available for use during the summer in 4- and 8-hour blocks. Programs are limited to classrooms based on the number of participants in a 1:15 ratio. Please provide a complete program schedule, together with all classroom and specialty space requests, to your YC&E Program Director as soon as possible. Classroom assignments will be based on the assigned residential location and your group needs. You will receive a confirmation of space reservations in your pre-arrival document. YC&E will work directly with Yale Security to ensure that your group has access to the assigned spaces.

Media Services

Our classrooms are equipped with basic media equipment (i.e. projector, screen, VGA cabling). Additional equipment and on-site technical support can be booked for a fee. If you have special media requests, please submit them with your classroom request.

Classroom and Venue FAQ

When will I receive my classroom assignments?
You will receive your classroom assignments from your assigned YC&E Program Director four weeks prior to the start of your program.

What type of media is installed in the classrooms?
When you receive your classroom assignments you will also receive a list of media that is already installed within that particular classroom. If you should need additional media, please notify your YC&E Program Director.

What if I need a venue other than a classroom?
Please work with your assigned YC&E Program Director to arrange all spaces whether they are classrooms or not.

Will our program need key and/or electronic access to the buildings and/or classrooms?
Most classrooms and buildings will be unlocked for your scheduled use. If particular spaces require keys, YC&E will arrange for access.
Overview of On-Campus Housing

During the summer months, YC&E is responsible for the management of the residential colleges. It is the expectation of Yale University that summer participants staying at the colleges will treat these residences with the utmost respect and care for the length of their stay.

You will receive residential college and dining assignments from your YC&E Program Director four weeks prior to your arrival. Please note that there may be multiple groups residing in a residential college at a given time. Residential assignments are based on the requested group size for the duration of the program.

Bedroom Assignments

Approximately four weeks prior to the start date of your program, your YC&E Program Director will send you a participant list form and schedule a call to walk through the process of assigning residential housing participants to individual dorm rooms in your assigned residential college. You should return this completed form (also known as the housing template) as soon as possible, but no later than 14 days prior to your arrival. There will be a $250 charge for each day the list is late. Once the list has been sent, any changes to the list will need to be approved by your YC&E Program Director.

If you would prefer not to assign bedrooms yourself, the YC&E staff can also assign your participants to individual bedrooms on your behalf.

YC&E Satellite Offices

YC&E Satellite Offices, located in the Residential Colleges and other areas around campus, are your primary access point for troubleshooting, logistics, and residential housing during your stay. Your YC&E Program Director will inform you of the specific location and schedule of your assigned office.

On-site services

- Residential Housing – logistics
- Customer Service – room maintenance
- Lost and Found
- Replacement keys and access cards
- Wayfinding

Access Cards and Room Keys

Participants and staff will be supplied with access cards and bedroom keys. Access cards allow entry to designated gates and group areas including the assigned residential college dining halls and classrooms. Replacement cards or keys are $50.00 each.

Early Arrivals and Extended Stays

All early arrival or extended stay requests must be received and approved by your YC&E Program Director before your rooming list can be processed, no later than 14 days prior to the start of the program.

Check-In

You must coordinate the date and time of your group’s residential housing check-in with your YC&E Program Director at least four weeks prior to arrival. One week prior to check-in, you must assign a staff member to meet with a YC&E Program Liaison for a pre-program briefing and walkthrough. Upon arrival, your Program Leader must sign off on the Terms and Conditions (Exhibit B).

You must provide at least one staff member on move-in day to coordinate your group’s check-in. Contact information for your check-in coordinator must be provided to YC&E at least 48 hours before check-in begins.

During check-in, YC&E staff will be on-site for up to four hours to distribute access cards, bedroom keys, and meal cards (if applicable). Once this four-hour window has elapsed, YC&E will transfer any remaining keys and cards to the member of your staff who serves as your program’s check-in coordinator. YC&E staff will not be available to check-in any participants arriving after 8 p.m.

Check-Out

At check-out (no later than 11:00 a.m.), participants will be responsible for returning their access card and bedroom key to their group leader or YC&E satellite office in order to complete the check-out process, unless alternative arrangements have been made with your YC&E Program Director. Failure to check out by this deadline will result in a $500 charge. Groups will incur a $50.00 fee per lost, missing, or mislabeled access card or bedroom key. Any item not returned by 11:00 a.m. will be considered lost. All accommodations will be inspected at the end of the program.
Residential Housing Guidelines

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- Customer Service room maintenance
- Lost and Found
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Air-Conditioners/Fans

The suites and bedrooms, with the exception of Baker Hall, are not air-conditioned. If desired, participants may bring a fan for their stay. Lower level areas, as well as common areas and dining facilities within the residential colleges, are air-conditioned.

We can provide a limited number of standalone in-room A/C units for an additional charge. If you are interested in having A/C in one or more of your suites or offices, please contact your YC&E Program Director for more information.

Bedroom Furnishings

Each bedroom is furnished with a desk, chair, dresser, armoire or closet, bed, pillow, and blanket. Additionally, some suites will contain Yale student-owned furniture that is stored in the residential colleges over the summer. Take care to respect the student-owned furniture, which should not be moved under any circumstances; whether from room to room, within a suite, or outside of the suite. Groups will be charged for any missing or damaged student furniture.

Laundry

Laundry facilities are located in the basement of each residential location, with washers and dryers for your use. Washers and dryers can be operated using coins or credit card and are activated by the payment machine in the laundry room. The cost per cycle is $1.25 and does not include detergent, which can be purchased at the Yale Bookstore.

Linens

A linen pack can be provided during check-in to participants and staff for a fee. The linen pack includes one twin XL fitted sheet, one flat sheet, one pillowcase, and three towels, and is yours to keep after the program ends. Please note that linen is included in the nightly cost of a stay at Swing. All bedrooms in all residential colleges will contain a pillow and a blanket regardless of whether or not you purchase linens.

Mail and Packages

USPS: A U.S. Post Office is centrally located on campus at the corner of Elm and High Streets.

FedEx: Deliveries can be sent to the FedEx Office Ship Center at 30 Whitney Avenue. Call (203) 495-9741 for details.

UPS: The UPS Store at 33 Dixwell Avenue provides parcel services and mailbox rentals. Please contact UPS directly if you wish to set up a P.O. Box.

YC&E can receive program materials in the week prior to arrival. Packages arriving earlier will incur a storage fee of $100 per package, per day. Any materials remaining 48 hours after your program end date become the property of Yale. YC&E cannot accept packages for participants under any circumstances.

Office Space

You may rent office space in the residential colleges for a fee. If you require an on-site office, please contact your YC&E Program Director.

Baker Hall

Our suites in Baker Hall provide premium service for an exceptional residential experience on Yale’s campus. These amenities include air-conditioning, daily housekeeping, linen changes every five days, and kitchenettes. The rooms are fully furnished, but cookware and utensils are not provided.

Trash and Recycling

Participants are required to bring their own trash and recycling to the basement trash and recycling rooms of their residence halls.
Residential Housing FAQ

Are overnight guests allowed?
Only registered participants, staff, and speakers are allowed to attend programs and events, and access residences. No overnight guests are allowed without the express permission of your YC&E Program Director.

What should a participant do if he or she loses a room key?
Replacement bedroom keys and access cards are available from the YC&E Satellite Office. A $50.00 fee will be charged to your program for each lost item. If the YC&E Satellite Office is closed, program participants can contact Yale Security for a one-time lockout service at (203) 785-5555 or by dialing 55555 from any blue phone. The program participant should then contact the YC&E office as soon as it reopens to report the lost key and discuss replacement options.

Will my program be the only one in our assigned Residential College and Dining Hall?
In most cases, your group will share a residential college and dining hall with one or more other programs.

Will participants be able to receive mail at their residential college?
Mail is not delivered to the residential colleges for summer program participants. If you or your participants will require mail service, please contact your YC&E Program Director to set up a local PO Box.

What if one of my participants will arrive after the housing office is closed?
At the end of the scheduled check-in window, a member of your staff should come to the YC&E Satellite Office to collect room keys and access cards for any participants that have not yet arrived. If one of your participants will arrive after the housing office is closed, they should contact this member of your staff. YC&E staff are not able to make further accommodations for late arrivals outside of business hours.

What if my question is not covered in this FAQ?
If your question is not covered in this guide or FAQ, please contact your YC&E Program Director for planning support or your assigned YC&E Operations Coordinator in your residential college for on-site support.
Meals and Catering

Meal Plans
Prepaid dining cards allow participants the opportunity to dine in your program’s designated dining hall for breakfast, lunch, and/or dinner. Guest meal passes are also available. You should arrange meal plans with your YC&E Program Director, who will inform you of scheduled meal times and address any special requests. Accommodations can be made for special dietary needs if requested in advance. Please keep in mind that you will be sharing the dining hall with other groups.

Replacement meal cards for lost or defective cards are available from the dining hall front desk. A $5 fee will be charged to your program for each lost card.

Catering
YC&E can help with catered events, such as coffee breaks, receptions, and meals for all budgets. Speak with your YC&E Program Director for more information about available venues, sample menus, and authorized caterers.

Restaurants
These restaurants on and around campus are student favorites:

- Bar Pizza
- Barcelona
- Basta Trattoria
- Bruegger’s Bagels
- Elm City Social
- Box 63
- Caseus
- Chipotle
- Claire’s Corner Copia
- Food Carts
- Frank Pepe’s Pizza
- Harvest
- Ivy Wok
- John Davenport’s
- Kitchen Zinc
- Salsa Fresca
- Archie Moore’s
- Zaroka
- Five Guys
- L’Orcio
- Louis’ Lunch
- Mamoun’s Falafel
- Miya’s Sushi
- Modern Apizza
- Olea
- Panera
- Prime 16
- Shake Shack
- Tarry Lodge
- Thai Taste
- Thali Too
- Union League Café
- Wall Street Pizza
- Yorkshire Pizza
- Zinc
- Temple Grill
- Sushi on Chapel
- Tikkaway Grill
- Oaxaca Kitchen

Reception at Beinecke Rare Book and Manuscript Library
Beinecke is Yale’s principal repository for literary archives

Dessert
Yale Dining serves as many as 23,000 meals a day
Planning for your Arrival

Information to send to YC&E

Communication with your YC&E Program Director is the key to success. The more details we have about your housing, classroom, and dining needs early in the process, the better we can serve you. Below are a few questions to answer to help your YC&E Program Director best match your program with the appropriate spaces and services:

Housing

• How many males and females do you anticipate in your group?
• Do you have any specific restrictions on males and females sharing facilities?
• How many single rooms do you need? Double rooms?
• How many staff do you have? Participants?
• Will anyone be arriving early or staying late?
• Will you require linens for your participants and staff?
• Will you require on-site office space?

Classroom

• What types of classrooms do you need, and how many of each? (e.g. “100 person lecture hall” or “20 person seminar room”)
• What specific dates and times will you need the classrooms? Please provide details on weekday and weekend requirements.
• Do you have any specific media requests for your classrooms?

Dining

• Are there any days you will be off-site and not need meals?
• Are there any days you will be off-site and would like Yale Dining to package your meals for the trip?
• Do you have preferred meal times?
• Do any of your participants have allergies or dietary restrictions?

Information you will receive from YC&E

Prior to the start date of your program, you will receive a pre-arrival document confirming your housing, classroom, and dining assignments. This document will also include details such as the location and phone number of your YC&E Satellite Office and confirmed check-in/check-out dates and times, along with confirming all logistical details.

Marketing

All marketing and promotional materials of any form (web, print, email) must be submitted to your YC&E Program Director for approval prior to publication. Materials must be reapproved each year. Please ensure that you follow the guidelines in your contract for the use of the Yale name. Be aware that if the participants of your program include high school-age students, your print or electronic promotional material must prominently disclaim affiliation with Yale by stating that your program “is independent of Yale University, its faculty, and its admissions office.”

Online Registration

YC&E can create customized, web-based registration forms for a fee. Through this form, participants can make payments by check or credit cards, which are processed through a secure system. The fee also includes name badges and up to two hours of on-site registration support.

To view an online demo of this service, please visit: https://www.regonline.com/demoform2016.

Signage

YC&E will provide basic housing, classroom, and check-in signage on campus. You may bring your own additional signage, or YC&E can produce custom signage for a fee. Your YC&E Program Director must approve all signage prior to posting. Signage may only be placed in designated areas on campus and only Blu-Tack adhesive is allowed. At the conclusion of your program, you are required to remove all signage.

Site Visits

It is highly recommended that you schedule a site visit to acquaint yourself with our campus and the space in which your program will be staying.

YC&E is hosting an Client Site Orientation for summer program administrators on Fri day, March 4 from 10:00 am - 3:00 pm. The program, which is completely optional, will include an orientation to the Yale Campus, Classroom, and Residential Facilities; a meet-and-greet with YC&E staff; an overview of YC&E policies and procedures; and an opportunity to enjoy local New Haven cuisine. Attendees will also have the opportunity to meet one-on-one with their assigned YC&E Program Directors.

Alternatively, you may arrange a site visit on another date through your YC&E Program Director. Any requests for a site visit should be made at least one month prior to your group’s arrival.
Safety and Security

Campus Safety Information

Yale is located in downtown New Haven, CT – a vibrant urban setting. Yale makes many security resources available to program participants, including over 400 exterior blue safety phones around campus and a campus escort service.

For detailed safety information, please visit publicsafety.yale.edu. YC&E can also arrange a free informational security session for your participants or staff.

Emergency Preparedness

Emergency Contact Information

- Yale University Police Dispatch (24 Hours): (203) 432-4400
- Yale University Security Office (24 Hours): (203) 785-5555
- Police, Fire, Ambulance - Emergency Only: 911

emergency.yale.edu, publicsafety.yale.edu

Automatic External Defibrillators (AEDs)

An AED (automated external defibrillator) is a device that delivers an electric shock to the heart of a person in cardiac arrest and may improve chances of survival from sudden cardiac arrest. A full list of AED locations on Yale Campus is available at ehs.yale.edu/automated-external-defibrillator-aed-policy.

Yale Risk Management Requirements

Yale University requires that each group adhere to the following three requirements:

- Every group leader must sign up for Yale ALERTS, which will notify you of any on-campus emergencies. To do so, simply note it on your rooming list or contact your program director.
- Every program must create a plan to communicate Yale emergency alerts to staff and program participants who may not have signed up.
- Every program must create an Emergency Operating Plan (EOP) that covers, at a minimum, the following emergencies: Shelter in Place, Emergency Evacuation, and Medical emergency. Each will be specific to the location of your program, and will typically include your Group Name, Purpose, Scope, Organization, Planning activities, Concept of Operations, and specific Emergency Assembly Point(s). Your EOP must be in place by the time your program begins.

Should any incident occur during the program that involves either physical injury to a person or loss of Staff or Participant property, the incident must be reported promptly to Yale Police and your YC&E Program Director.

Before your program begins, you must verify with your YC&E Program Director that all three steps above have been completed, and that you understand the guidelines outlined here and in the Terms & Conditions (Exhibit B) of your contract. For more information, please see our Emergency Preparedness FAQ on our website at conferencesandevents.yale.edu/forms-info/compliance-faqs, or visit the Yale Emergency Management website at emergency.yale.edu, where you can download the Emergency Management at Yale brochure under “Contractors, visitors, and guests”.

Healthcare

YC&E can facilitate access to healthcare for program participants and staff for a fee. Available services include medical supervision, development of first aid and illness protocols, and access to ambulatory services at the Yale Health Center. Note that YC&E assumes no liability for facilitating these services. YC&E encourages programs to use the CampDoc electronic health record. Contact your YC&E Program Director for details.

Yale New Haven Hospital’s 24-hour Emergency Department is a designated Level 1 adult and pediatric trauma facility. In an emergency, please call 911.

Yale New Haven Hospital
20 York Street
New Haven, CT

Aerial View of Central Campus

Yale is one of the world’s leading research universities
Regulatory Compliance

Overview

Please see the Compliance FAQs page on our website for more information about Emergency Preparedness as well as sales tax, liability insurance, and youth camp licensing requirements: conferencesandevents.yale.edu/forms-info/compliance-faqs.

Yale’s Policy on Minors

Minimum age
Minors under the age of 13 are not permitted to stay overnight in on-campus housing. No program may include participants who are under six years of age on the program start date.

Supervision requirements
YC&E requires a 1:8 adult staff to youth ratio at all times for residential programs. Participants under the age of 18 must have supervision at all times while on campus, including free time and recreational periods in the Residential Colleges. It is the responsibility of the program/client to monitor participants.

For participants ages 13-17 staying overnight, your program must provide one male adult staff member to every eight male participants and one female adult staff member to every eight female participants. For participants who are not staying overnight, your program must maintain a gender-matched ratio of one adult staff member to 12 participants.

Minors in Laboratory Space
No person under the age of 16 may enter a Yale laboratory. Students between the ages of 16 and 18 may enter a Yale laboratory as part of a Yale University approved educational program or an approved individual educational mentorship with a faculty member.

Youth Camp Licensing and Compliance
It is your responsibility to obtain a CT Youth Camp License if 5 or more of your participants are under 16 years old, participating in a program lasting 3 days or more. YC&E will provide only Fire Marshal Certificates for the buildings in which the program will be staying and Food Service Licenses for the dining halls in which the program will be eating. For general questions about the Youth Camp License process, consult the Youth Camp License FAQ on our website at conferencesandevents.yale.edu/forms-info/compliance-faqs.

For more information on how to obtain the license through the Connecticut Department of Public Health, please visit: www.ct.gov/dph/camps.

Terrace, Yale University Art Gallery
An eight year renovation and expansion was completed in 2012

Detail of the top of Memorial Quadrangle Gate
1 of Yale’s 10 wrought iron gates hand-forged by Samuel Yellin
Downtown New Haven has been home to Yale University for nearly three centuries. As a center for business and a mecca for the arts, New Haven is recognized as a city of innovation, culture and prosperity. Approximately 20 square miles with nearly 130,000 residents and conveniently located between Boston and New York, New Haven is “large enough to be interesting, yet small enough to be friendly.” Yale Campus and the downtown area’s pedestrian-friendly streets are easily explored on foot.

New Haven is a vibrant and thriving city that abounds with cultural opportunities:

- World-class museums and theaters, galleries, libraries and several symphony orchestras
- More than 120 distinctive restaurants featuring cuisines to tempt every palate
- Major special events and festivals throughout the year, especially during the summer
- Eclectic mix of shops and boutiques, particularly in the city’s three main shopping districts: Historic Chapel Street, Broadway, and Audubon

Request a Welcome Packet from our office or visit www.infonewhaven.com for more information.

### Getting to New Haven

#### Airports

<table>
<thead>
<tr>
<th>Airport</th>
<th>Distance to Campus</th>
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<tbody>
<tr>
<td>Tweed New Haven Airport (HVN)</td>
<td>5 miles to campus</td>
</tr>
<tr>
<td>Bradley International Airport (BDL)</td>
<td>53 miles to campus</td>
</tr>
<tr>
<td>LaGuardia International Airport (LGA)</td>
<td>72 miles to campus</td>
</tr>
<tr>
<td>John F. Kennedy International Airport (JFK)</td>
<td>80 miles to campus</td>
</tr>
<tr>
<td>Newark International Airport (EWR)</td>
<td>92 miles to campus</td>
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#### Rail Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
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<tbody>
<tr>
<td>Union Station</td>
<td>New Haven Union Station is only a few minutes away from Yale’s campus.</td>
</tr>
<tr>
<td>Metro North Railroad</td>
<td>Frequent commuter service from New York City and Southern Connecticut</td>
</tr>
<tr>
<td>Amtrak</td>
<td>Train service to New Haven from Vermont, Providence, and Boston to the north, and from Washington, D.C., to the south, at prices that are competitive with air travel.</td>
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#### Driving Directions

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<tr>
<th>Route / Interstate</th>
<th>Directions</th>
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| Route 15 (Wilbur Cross/Merritt Parkways) | Traveling South: Take exit 61. Follow Whitney Ave. south.  
Traveling North (Direction: Berlin Tpke/Meriden): Take the Merritt Parkway to the I-95 exit. Follow I-95 north. Further directions below. |
| Interstate 91      | Take Exit 3 (Trumbull Street) |
| Interstate 95      | Turn off Interstate 95 at the I-91 North (Hartford-Springfield) exit and continue for a short distance on I-91. Take exit 3 (Trumbull Street). |