GENERAL MEETING INFORMATION

MEETING SITES AND MAPS
ASV 2011 will be presented on the campus of the University of Minnesota, Minneapolis. The Keynote address and symposia will be held in the Ted Mann Concert Hall. All scientific workshops are within 10 minutes walking distance of the Radisson University Hotel which is also the Conference Headquarters where registration will occur. Boxed lunches and buffet dinners included in the meeting registration fee will also be provided at the Radisson University Hotel. The two poster sessions will take place in the South Gymnasium in the University Recreation Center. Maps featuring the conference venues are on the conference website at www.umn.edu/asv2011 and on the outside back cover of the Program book.

MEETING REGISTRATION AND MESSAGE CENTER
On-site registration for ASV 2011 and the Satellite Symposia, as well as pickup of conference materials (badges, bags, drink tickets, etc.) by pre-registered participants will take place at the Radisson University Hotel, on Friday and throughout the meeting. Satellite Symposia participants are encouraged to pick up their materials, if possible, on Friday between 4 pm and 8 pm to avoid the crowds. Registration is open Friday, 4 - 8 pm; Saturday, 7:30 am – 10 pm; Sunday, 8 am - 7 pm; Monday and Tuesday, 8 am - 5 pm; and Wednesday, 8 am - 12 pm. Conference Headquarters will be the site of the Exhibitor Session, Lost and Found, Job Board, Message Board, FAQs, Speaker Prep Room, and general conference information.

POWERPOINT PRESENTATIONS – WORKSHOPS AND SATELLITE SYMPOSIA
ASV presenters must report to the Speaker Ready Room which is the Boardroom at the Radisson University Hotel, a minimum of 3 hours prior to the start of their Workshop session, with their PowerPoint presentation saved on one of the following media: USB Flash Drive, CD or DVD. The Speaker Ready Room will be open from 12 pm – 8 pm on Saturday and from 8 am - 8 pm from Sunday to Tuesday. Speakers MUST preview their presentations, which then will be downloaded onto workshop PCs. It will not be possible to use personal laptop computers for workshop presentations. PCs and projection units supporting XGA will be available at each workshop site for PowerPoint presentations. All workshop PCs will be loaded with the Windows environment and PowerPoint 2007. There will be limited support for computer full-motion video (.mpg, .mov, .wav, or .avi format). We strongly suggest that your presentation be developed in PowerPoint 2007 or a compatible version, (i.e. Mac PowerPoint for OSX). Overhead projectors and slide projectors will NOT be available. Workshop presentations are limited to 12 minutes with 3 minutes for discussion.

POSTER PRESENTATIONS
Maximum outside dimension of each poster, including the title, must not exceed 4 ft x 4 ft (120 cm x 120 cm). There will be two poster sessions, both held in South Gymnasium, University Recreation Center. Each poster board will be labeled with the assigned poster number and poster board fasteners will be provided. All posters will be set up and displayed during the conference.

Set up time for Poster Session I will be on Sunday between 11:00 am and 3:30 pm. All posters designated for Poster Session I should be manned between 4 pm and 6 pm. Set up time for Poster Session II (official session is Monday from 4:00 to 6:00 pm) may begin at 11:00 AM on Sunday but must be set up by 3:30 PM on Monday. All posters designated for Poster Session II should be manned between 4 pm and 6 pm Monday. Posters from Session I will be available for viewing through the Monday Poster Session II. All posters must be removed by 10:00 pm on Monday. No access will be provided after 10:00 pm on Monday. Posters not removed by 10:00 pm on Monday will be taken down by conference staff and discarded.

MEAL PLAN AND DAILY REFRESHMENTS
All Society Member, Non-Member and Student registration fees include Meal Plan A, which includes admission to the Saturday afternoon Welcome Reception, all ASV scientific sessions, poster sessions, evening socials, conference lunches Sunday-Tuesday, all coffee breaks, and dinners on Sunday and Monday, as well as drink tickets for certain social functions. Registrants selecting Meal Plan B (for an additional cost of $55) will receive all meals listed in Meal Plan A plus dinner (formerly designated as the “banquet”) on Tuesday evening. Boxed lunches and the buffet dinners will be served at the Radisson University Hotel. Breakfasts for meeting participants staying in the residence halls will be served in Centennial Hall.
GENERAL MEETING INFORMATION

Your name badge is your entrance ticket to all symposia, concurrent sessions, poster and exhibit sessions, and social events. Please remember to always wear your badge during the meeting. Your nametag has also been assembled to include your drink tickets, and additional symposia and dinner tickets. Keep your tickets with you for all events.

Guests and participants are encouraged to visit the many affordable eateries in neighboring areas including Stadium Village, Dinkytown, Cedar-Riverside, and 7 Corners.

**Society Member, Non-Member** and **Student** registration fees include admission to the ASV Welcome Reception, all ASV scientific sessions, poster sessions, refreshment breaks, Evening Socials, Meal Plan A or Meal Plan B for an additional $55 which includes the Tuesday night dinner, plus five drink tickets redeemable at the Welcome Reception, all Evening Socials, and the dance. Additional beverages will be available for purchase at these functions. **Guest** registration includes admission to the ASV Welcome Reception and Evening Socials **only**. Guest registration does not include access to any scientific sessions during the meeting. Guests may purchase tickets ($55) for the Tuesday night dinner at registration headquarters in the Radisson University Hotel.

**CONFERENCE SOCIAL EVENTS**
The Welcome Reception will be held at the West Bank Plaza on Saturday from 3:30-5:30 pm. The Tuesday night dinner will be held at the McNamara Alumni Center from 6:00 to 7:30 pm. Tickets are required for the Tuesday dinner event and are limited. The dinner will be followed by entertainment and dance which is available to all conference participants from 8:30 pm – 11:30 pm. Evening Socials (every evening from 9:00-11:00 pm, except Tuesday evening) will be held at Riverbend Plaza. Refreshments (drink tickets or cash) will be available at all Evening Socials and the dance.

**WEB AND EMAIL ACCESS**
An unsecured wireless Internet connection is available on the University of Minnesota campus. The network will allow users equipped with a wireless card or internal wireless support to connect to the “UofM Guest” network.

- Choose “UofM Guest” from the list of wireless networks.
- Open a NEW webpage. The Guest Access Log In page will appear.
- Enter your EMAIL ADDRESS (does not require a password) and click on button labeled “Accept.”

The University provides a Technology Helpline: Call them at 612-301-4357 (on campus, dial 1-HELP), or e-mail them at help@umn.edu. **Regular Technology Helpline Hours:** Mon. – Fri. 7:30 am – 8:00 pm; Sat. 12:00 pm – 5:00 pm

**PARKING**
There is public parking on campus, but space is limited. There is no reciprocal parking or in-and-out privileges for campus parking. Many campus surface parking lots do not allow overnight parking. Conference participants staying at hotels are encouraged to leave their vehicles in the hotel parking lots and use alternative means of transportation. There will be campus shuttles and hotels offer shuttle service. Please visit the meeting website at [www.umn.edu/asv2011](http://www.umn.edu/asv2011) for parking maps.

**TRANSPORTATION – TO CAMPUS**
**From the Airport:**
The airport is located approximately fourteen miles from campus. Attendees are responsible for their own transportation from the airport to local hotels and residence halls.

Taxi service is available from the airport, and is approximately $28-$36 one-way. SuperShuttle offers convenient shuttle service to area locations. Call 800-BlueVan or visit the SuperShuttle Web site at www.supershuttle.com to reserve your transportation. Shuttle service is available for approximately $14 each way. Light Rail service is available to the West Bank campus, from the Minneapolis/St. Paul airport. Approximate one-way fare is $1.50-$2 depending on time of day. For light-rail transportation to the Holiday Inn Metrodome, disembark at Cedar-Riverside. The Radisson University Hotel and the dormitories are not served directly by light rail. Light rail transit requires transfer to a metro transit bus line. View the meeting website at [www.umn.edu/asv2011](http://www.umn.edu/asv2011) for transportation websites, routes, and maps.
Around the University of Minnesota
Shuttle buses will run between the residence halls, Radisson University Hotel, Holiday Inn Metrodome, and Ted Mann Concert Hall at peak times throughout the day. A bus schedule will be included in the conference materials obtained at registration.

**MEDICAL ASSISTANCE**

In case of emergency, please contact the nearest staff person, registration desk or dial 911.

Non-emergency medical treatment is available at:

- Gopher Quick Clinic & Pharmacy 612-625-8400  
  University of Minnesota Minneapolis campus  
  410 Church Street S.E., Minneapolis, MN 55455  
  [www.bhs.umn.edu/](http://www.bhs.umn.edu/)

- Fairview University Hospital 612-273-3000  
  University of Minnesota Minneapolis campus  
  500 Harvard Street S.E., Minneapolis, MN 55455  
  [www.fairview.org/](http://www.fairview.org/)

- After Hours Medical Information Nurse 612-625-7900

**Other assistance available on campus:**

- University of Minnesota Police (non-emergency) 612-624-2677
- Free campus escort service 612-624-WALK (9255)
- Motorist assistance 612-626-7275

**CAMPUS SAFETY AND EMERGENCIES**
The University's 911 dispatch center operates all day, every day, and over 1,600 security cameras are monitored around the clock. There are 200 yellow phones for emergency, medical, and service-related calls, and 20 blue-light emergency call-boxes located throughout campus. An escort service is available 24/7. To request an escort, call the Security Monitor Program at 612-624-WALK (9255). **Please dial 911 for all emergency situations.**

**RESPONSIBILITY**
The Organizing Committee assumes no responsibility for accident, losses, damage, delays, or any modifications to the program arising from unforeseeable circumstances. It accepts no responsibility for travel or accommodation arrangements.

**INSURANCE**
Liability insurance is the responsibility of each conference participant. **Participants should have their own medical coverage.**

**BANKING AND FOREIGN EXCHANGE**
- US Bank ATM and banking services – Coffman Union
- Wells Fargo ATM – Willey Hall and Coffman Union
- TCF Bank and ATM – Washington Avenue and West Bank Skyway
- TCF ATM - Blegen Hall and Coffman Union

**POSTAL SERVICES**
There is a post office located on the ground level of Coffman Memorial Union, open Monday to Friday, 9 am to 5 pm.

**UNIVERSITY OF MINNESOTA BOOKSTORE**
The University of Minnesota Bookstore offers a full range of academic texts, general books, stationery and office supplies, computer supplies, university clothing and gift items. The U of M Health Sciences Bookstore is located in the
bookstore at Coffman Memorial Union, and has the nation's largest selection of in-stock medical, dental, nursing, public health, pharmacy and allied health text and reference titles. The bookstore is located on the ground level of Coffman Memorial Union and is open Monday through Friday, 8 am to 5 pm, and Saturday, 10 am to 4 pm.

**STUDENT VOLUNTEERS**
Student volunteers are available for assistance throughout the meeting, and will assist as room monitors and meeting guides. The volunteers will be identifiable by their distinctive color t-shirts. Please feel free to seek advice and assistance from this team at any time.

**ASV 2011 CONFERENCE INFORMATION**
The ASV 2011 website (www.umn.edu/asv2011/) contains important information for meeting registration, campus housing and parking, travel to Minneapolis, as well as web links to hotels, and conference facilities, and area recreation.