

Conference Organizer's Manual Summer 2024

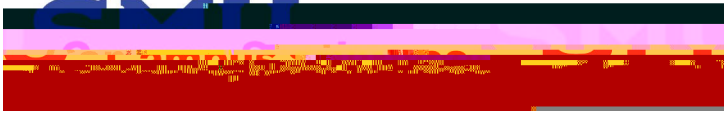
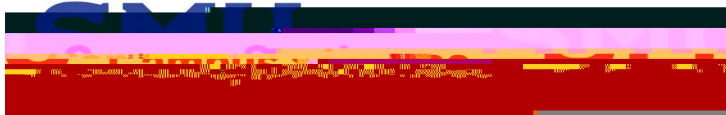


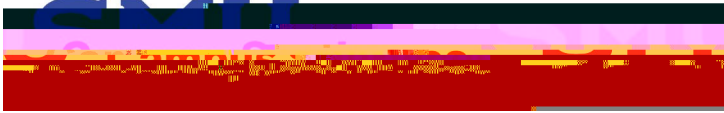
Table of Contents

INTRODUCTION – OFFICE OF CONFERENCE SERVICES	5
Mission Statement	5
About this Manual	5
GENERAL INFORMATION	5
Audio/Visual Equipment Requests	5
Billing and Deposit	5
Campus Hours	6
Conference Guest Cards	7
Copy/Print Services and Post Office	7
Dedman Center for Recreational Sports	7
Disabled Guests.....	8
Donations of Products/Services.....	8
Facility Use	8
Medical Emergencies	9
After hours Care (Urgent Care)	9
Medical Emergencies/Illnesses – Treatment Resources.....	9
Mental Health Resources.....	10
SMU Library Access.....	A 10

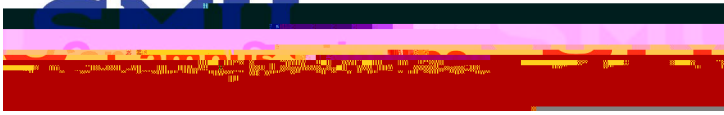
SMU Library Access



Conference Package Rates	14
Contact Person	15
Estimates and Guarantees	15
Liability Waivers & Medical Release Forms	16
Lost Cards	16
Residential Participants	16
Roster Information.....	16
Supervision – Protection of Minors	17
CONFERENCE AMBASSADORS INFORMATION	18
RESIDENTIAL HOUSING INFORMATION	20
Alcohol	20
Area Desk	20
Bed Spaces	20
Check In and Check Out Procedures	21
Youth Age Limits as Residents	21
Computer Labs	21
Residential Staff Supervising Minors	21
Curfew	



Packages & Messages 26



Conference Organizer (CO) following departure. Full payment is due to Southern Methodist University within thirty days of the invoice date. Conference Services will not individually bill participants for any reason.

Campus Hours

SMU BOOKSTORE (214) 768 2435 3060 Mockingbird at 75 South Central Expressway

Monday – Thursday	8:30 am – 7:00 pm
Friday	8:30 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	12:00 pm – 5:00 pm

HUGHES TRIGG STUDENT CENTER

The Information Desk	Monday – Friday	8:00 am – 6:00 pm
	Saturday	10:00 am – 3:00 pm
Mail & Copy Central	Monday – Friday	8:00 am – 7:00 pm
	Saturday	10:00 am – 2:00 pm
The Market	Monday – Thursday	9:00 am – 4:00 pm
	Friday	9:00 am – 2:00 pm

DINING LOCATIONS ON CAMPUS

Umphrey Lee Dining Hall

Breakfast:	Monday – Friday	7:00 am – 9:00 pm*
Lunch:	Monday – Friday	11:30 am – 1:30 pm*
Dinner	Monday – Friday	5:00 pm – 7:00 PM*

Panera Bread

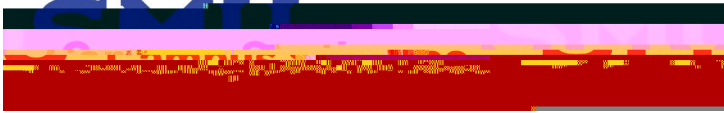
Monday – Thursday	8:00 am – 4:00 pm
Friday	8:00 am – 3:00 pm

FONDREN LIBRARY

Monday – Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 6:00 pm
Saturday & Sunday	12:00 pm – 6:00 pm

MEADOWS MUSEUM

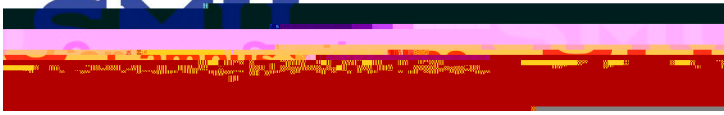
Tue, Wed, Fri & Sat	10:00am – 5:00pm
Thursday	10:00am – 9:00pm



Sunday

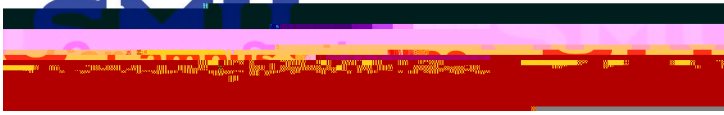
1:00 pm – 5:00 pm

All hours and



buy daily membership passes at Dedman Center. Group rates will be billed on the final invoice and will be charged at \$27.00 per person, per week. This is based on the roster of names provided for passes and will not be eligible for proration, discount or cancel temporary passes once they are set up. Weekly passes will be charged for any portion of a week used by attendees.

A fully completed roster is required ahead of time to grant access to participants requesting fitness passes. Please request a specific roster template from the CA. Participants will need a picture ID to check



#844 424 4537

Medical City Dallas Hospital: 7777 Forest Ln., Dallas, TX
#972 566 7000, Emergency #972 566 7200

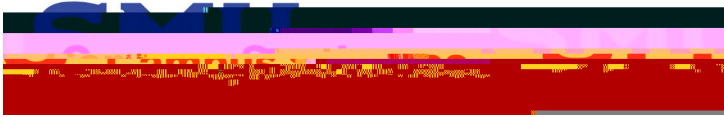
Parkland Memorial Hospital (County): 5200 Harry Hines Blvd., Dallas, TX
#214 590 8000

William P. Clements Jr. University Hospital: 6201 Harry Hines Blvd, Dallas, Texas
#214 633 5555

Methodist Dallas Medical Center: 1441 N. Beckley Ave. Dallas, TX.
#214 947 8181

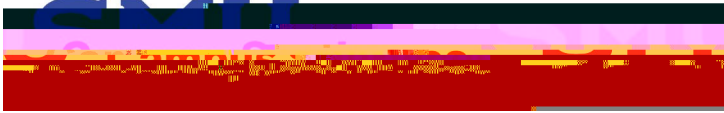
Mental Health Resources

Medical City Green Oaks Hospital: 7808 Clodus Fields Dr., Dallas, TX
#972 991 9504, Emergency #972 701 3661



SMU Library Access

SMU libraries are open to the public during normal summer operating hours. Several



Conference Staff is unable to intervene or engage on behalf of participants that receive a citation. The participant will be required to follow the appeal process located on the citation.

Please direct all additional parking questions to the assigned CA or the Office of Parking & ID Services at 214 768 7275.

Religious Services

There are several places of worship in the SMU area:

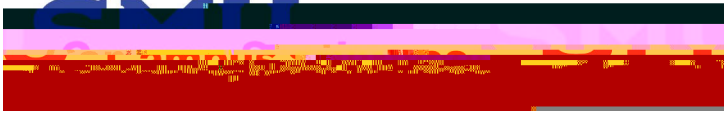
Park Cities Baptist Church (214) 369 8211

Tiferet Israel Congregation (214) 691 3611

Highland Park Presbyterian Church (214) 526 7457

Catholic Mass in Perkins Chapel (214) 768 3035

Catholic Church 214 worship 511 Daan 291500070 660 34002108 835/08319 25 501D 3000 13105



3140 Dyer Street #700
Dallas, TX 75275

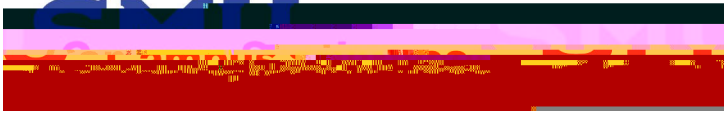
Any packages not including the conference name and #700 may be returned to sender. Please ensure packages are not delivered before the conference/camp start date. If package is sent ahead of conference Mail & Copy Central cannot guarantee storage of package.

Campus Sponsorship

According to University Policy, all events held on campus by non SMU groups must be sponsored by an appropriate department, faculty member or director. As OCS cannot solicit sponsors for groups, the CO must contact the possible sponsors and request a Sponsorship Form from the OCS Director. Sponsorship does not involve any monetary obligation on the part of the sponsor, nor does it guarantee that a conference can be booked.

Transportation to/from Airports

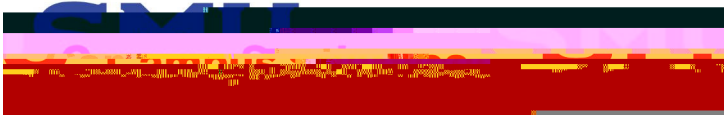
SMU does not provide transportation to or from the airports.

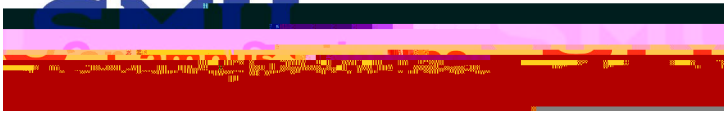


CONFERENCE ORGANIZERS INFORMATION

Agenda/Schedule

The Conference Organizer must submit a



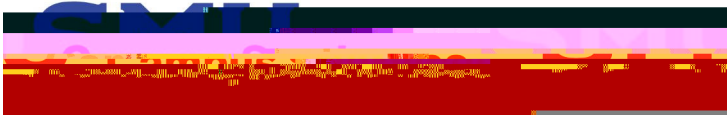


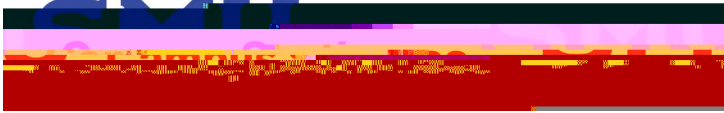
Collect release of medical treatment (from participants under the age of 18) and waiver of liability forms (from all participants) at the time of conference arrival.

Attend weekly staff meetings with Conference Services and RLSH to update staff of upcoming conferences.

Distribute Conference Information to the area desk.

Be available to housing staff and conference organizer





Check In and Check Out Procedures

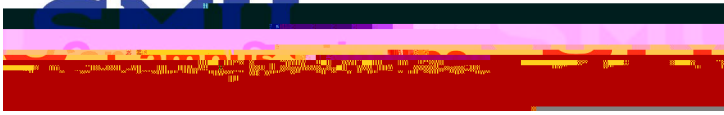
Check in/check out times and locations are specified in the Letter of Agreement; any changes must be indicated in writing 30 days in advance of original check in date. The Conference Organizer or contact person must be at check in to handle any housing issues that arise.

Each participant must sign for the key or access card to the residence hall room, as well as the Conference Guest Card, to which he/she has been assigned. To ensure that all pre registered guests are accommodated first, walk up participants will be assigned to rooms only after those on the guarantee roster have been checked in.

Guests' luggage can usually be held in the residence hall in a designated area if arrangements are made in advance. For any participant staying later than the designated checkout time, the conference will be charged \$25.00 per person, in addition to extra housing charges.

Each participant must turn in the corresponding key to the room he/she was assigned.

Conference guests are not allowed to have overnight guests for any reason.



and floor checks upon check out. Any items that are left in a room by a participant will be held for one week after the group's check out date.

Curfew for Youth Groups

For safety and security reasons, an 11:00PM curfew is recommended for all youth camps, at which time all youth participants must be in the rooms of their residence hall and a counselor must be present on the floor. Residence Life & Student Housing staff have the right to enforce this policy.

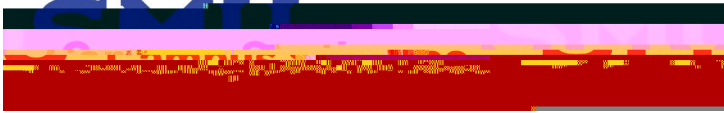
Decorations and Damages

Decorations hanging in residence hall rooms or hallways are prohibited. Residence hall room damages will be billed to the final conference invoice and must be paid by the invoice due date. Further arrangements for the person at fault to pay back money owed to the CO for costs incurred by facility damages must be made with the CO.

Emergency Participant Cancellation Procedures

If a participant is unable to attend a scheduled conference, he/she must notify the CO, in writing, before the first day of the conference. If the participant has arrived on campus and has checked into a residence hall, he/she must check out at the Area Desk and notify the CO that he/she will not be continuing with the conference. Notification to the Conference Organizer may be by telephone or in writing, as determined by the CO.

The CO, not individual registrants, should notify OCS in writing of all cancellations and departures from the conference. The email should include the participant's name, conference and dates attending, a brief reason for cancellation, and a statement of reason that the



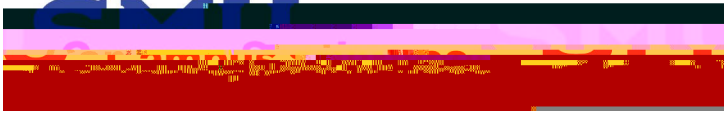
Area Desk (214) 768 2230 (Virginia Snider)

SMU PD Dispatch (214) 768 3388 (non emergency) or (214) 768 3333 (emergency)

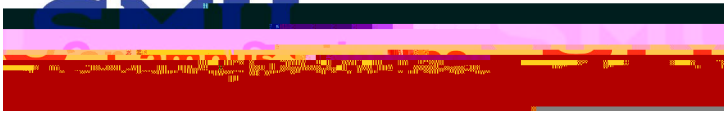
Anyone calling these numbers must know the name of the conference the participant/staff is attending. **Calling 911 can slow down the emergency response time so it is recommended that SMU PD Dispatch is called directly.**

Fire Safety

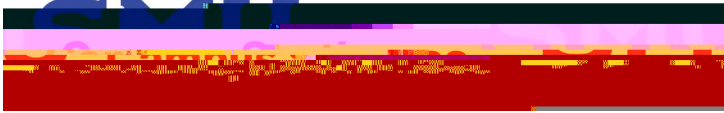
Anyone found in violation of the fire safety policy may be removed from the residence halls for the remainder of the conference. Any group staying in the residence halls for more than 7 days is subject to a random fire evacuation drill during their stay. This may also mean groups staying less than 7 days would need to participate in fire evacuation drills depending on scheduling.



3. Ltd – Limited Service Linen. The room is “made up” upon move in. Sheets, pillow, blanket, towels, and washcloths are provided. No service item (soap) is provided. The room is cleaned with exchange of linens with bed made and towels provided on or after the 7th night and every 6 or 7 nights after. Suite style bathrooms are only attended to once per week.
4. FL – Full Linen. The bed is made when guest arrives. Towels: two large and one washcloth are in the room. Service item (hotel sized soap) provided.



Organizer cannot make changes to it without notifying



All meals on the plan are offered in the Umphrey Lee Dining Room unless specifically told otherwise by the CA, while other campus dining facilities are offered as retail options to our guests. The meal plan rate is based on the current rate per meal, as established by Dining Services, and includes state sales tax. Groups that are tax exempt should refer to the Tax Exemption section of this manual.

Meals charged to a participant's conference guest card that are not included in the contracted meal package will be charged at the cash rate and will be added to the final bill. The Conference Organizer must make clear to everyone participating in a conference which meals are included in their package in order to not be billed for additional meals and it is up to the CO to enforce this policy among participants otherwise group will be billed accordingly for extra meals.

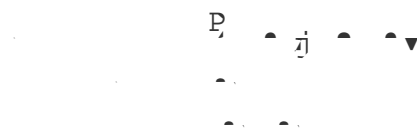
INSURANCE, MEDICAL FORMS, AND WAIVERS OF LIABILITY

Accident Insurance

The conference will be billed for accident insurance coverage for each person attending the conference. This includes all staff, coaches, advisors, residential and commuter participants, etc. There is a daily rate per person, which will not exceed \$1.60.

Accidents that occur to conference participants while attending a conference are usually covered by accident insurance. Any accident should be reported to the Office of Risk Management through the online Incident Reporting Form. <https://www.smu.edu/BusinessFinance/RiskManagement/RiskManagementInsurance/IncidentReporting>

Any questions and information regarding coverage should be directed to:



OCS cannot provide information regarding claims.

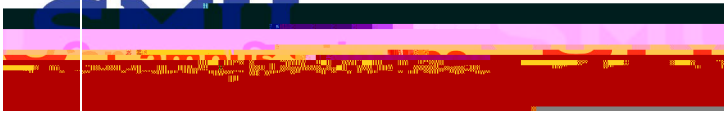
Required Insurance

All off campus groups must provide OCS with a Certificate of Liability Insurance in the amount of Commercial General Liability (CGL):

\$2,000,000 Aggregate

\$1,000,000 Premises Liability

\$1,000,000 Personal Injury



Conference Organizer Timeline

PRIOR TO THE CONFERENCE

February	Medical forms and liability waivers are sent to Conference Organizers.
	Menus for catered events are sent to Conference Organizer.
April	Certificate of Liability Insurance (if required) is sent to OCS.
May	All catered event menus are finalized with OCS.
Approx. 21 working days prior to arrival	Estimate numbers and preliminary roster is emailed by 2:00 p.m. (CST) to OCS by date specified in Letter of Agreement.
Approx. 6 working days prior to arrival	Guaranteed numbers and final roster are faxed or mailed by 2:00 p.m. (CST) to OCS by date specified in Letter of Agreement.
By 11:00 am 4 working days prior to event	Guaranteed numbers due for catered events from Conference Organizer.

DURING THE CONFERENCE

Conference arrives on campus, Medical Forms and/or Liability Waivers collected.
Conference Ambassador interacts daily with Conference Organizer or designated person.
Conference departs from campus.

AFTER THE CONFERENCE

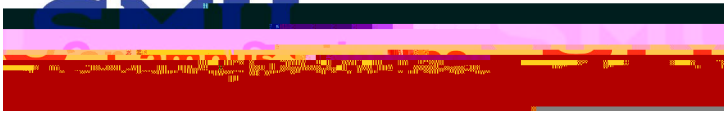
Final master bill is coordinated and e mailed from OCS.
Payment from Conference Organizer is received within thirty

EMERGENCY AND SAFETY INFORMATION

Emergency and Safety Information

EMERGENCY CONTACT INFORMATION:

You are required to provide 24/7 emergency contact information (cell phone number, etc.) for the director and all staff of your conference. This contact information is



EMERGENCY ACTION PLAN

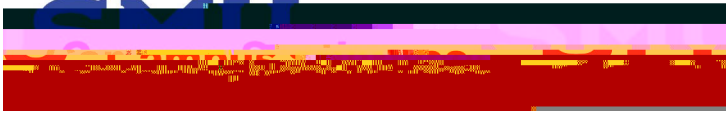
Camp & Conferences Emergency Action Plan

Modified Date: 31
Oct 2023

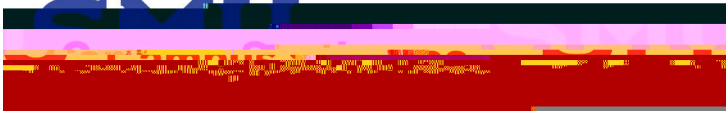
**CONTACT SMU PD FOR
EMERGENCIES 214 768
3333**

1. PREPAREDNESS INFORMATION

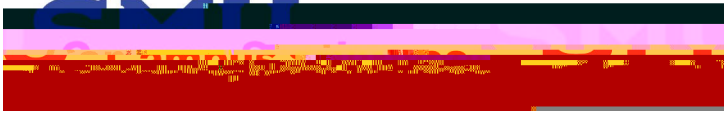
Evacuation Assembly Point(s) (EAP) which is found on the SMU



2.2 NON EMERGENCY CONCERNS



threat to



- If the fire alarm sounds
- If special evacuation announcements are made, and/or Authorized/designated faculty/staff safety coordinators direct you to evacuate.

Address any special circumstances that exist within the room/area you are evacuating prior to departure (securing/capping hazardous chemicals, switching off machinery, etc.).

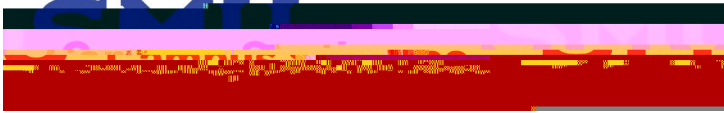
Close office/classroom doors upon departure.

While exiting the building be aware and communicate the evacuation to anyone identified during departure not following the plan's protocol.

Do not use elevators during an evacuation.

Use designated corridors and fire exit stairs that lead to the ground level.

Assist



SMU requires immediate sheltering when a SMU Aware Alert is issued, or authorized personnel direct you to do so. All faculty, staff, students, and other individuals within the building must promptly shelter within the building's pre designated Tornado Shelter Area(s).

Conference Organizers (Program Directors) are responsible for ensuring all people in their building are aware of the Tornado Shelter Area(s).

4.2.2 Procedures

If a Tornado Shelter Area has been physically secured and is not available during non business hours, move to a restroom, interior stairwell, or interior space on the lowest level of a building without windows.

Personnel may briefly delay sheltering if they need to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials. All building occupants will follow instructions relevant to public safety issued by the emergency response personnel, building director, or building emergency coordinators.

4.2.3 All Clear

No one may move from the Tornado Shelter Area(s) until authorized to do so with an All Clear by emergency responders or you receive notification from SMU Aware.

4.3 Active Threat

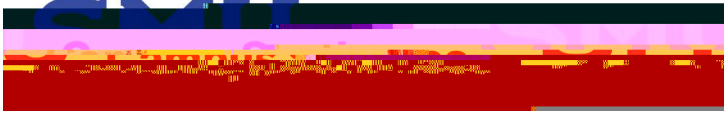
Utilize the locking device to secure the space; if the space cannot be locked, try to barricade or block the door with heavy objects or furniture,
Turn off the lights and all noise producing devices, Stay silent,
Spread out,
Call SMU PD at 214 768 3333 if you can do so without alerting the intruder.

AVOID | DENY | DEFEND

During an act of violence (e.g. robbery, hostage situation, workplace violence, active shooter):

AVOID the threat

Pay attention to your



Remain out of sight and quiet by hiding behind large objects and silencing your phone.

DEFEND yourself against the threat

If you cannot Avoid or Deny be prepared to defend yourself.

Be aggressive and committed to your actions.

Do not fight fair; fight for your life.

When Law Enforcement arrives, their priority is to stop the threat.

Remain calm and follow police instructions.

Show your hands and follow commands.

When asked, provide any facts that will help police.

4.4 Disruptive Individuals

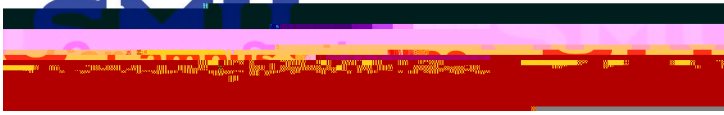
If you are a victim or a witness of a disruptive event:

Call SMU PD 214 768 3333.

Identify your name, location and need for assistance. Stay on the phone with the dispatcher and follow all instructions.

Stay calm.

If you



4.6.3 Following a Flood

Do not return to a flooded area until authorities indicate it is safe to do so.
Stay out of buildings if floodwaters remain around the building.
Use extreme caution when otherwise entering buildings.
Watch for loose plaster and ceilings that could fall.
Be alert for fire hazards, such as broken or leaking gas lines, flooded electrical circuits, submerged appliances, and flammable or explosive materials.

4.7 Earthquake

Stay calm and await instructions from SMU Aware or a designated official.
Keep away from overhead fixtures, windows, unsecured cabinets/shelves/stacked objects, and any other hazard that may pose a threat during the occurrence.
Assist individuals with special needs in finding a safe place.
Evacuate as instructed or, if necessary, due to the circumstances that are present.

4.8 Elevator Entrapment

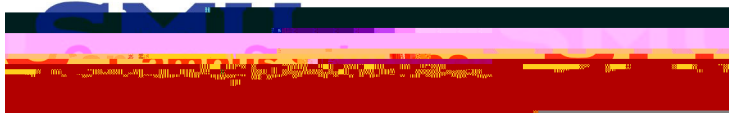
Utilize the emergency telephone inside the elevator to call for assistance which will connect you with the SMU PD Communications Center.
If the emergency phone does not work press the elevator alarm inside the elevator to signal for help.
If you still have a problem contacting SMU PD, use the SMU Aware app to chat with the SMU PD Communications Center.

4.9 Explosion

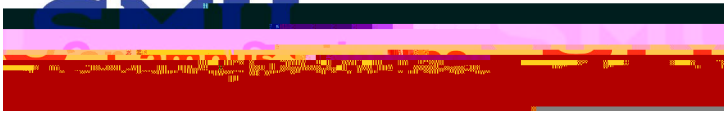
Evacuate, if safe, and pull the nearest fire alarm station to prompt others to evacuate.
Dial 214 768 3333 and advise SMU PD of the location of the explosion and, if known, its seriousness and any possible injuries to persons in the area.
Give your name, location, and telephone number.
Do not hang up until released by them.

4.10 Hazardous Materials Spill/Release

Where applicable, Hazard Communication or Chemical Hygiene training, which is required by OSHA, is the main way for employees to learn how to recognize and respond to chemical releases or



their lab practices, for ensuring that SDSs are accessible, and for



4.13 Power Outage

In the event of a power outage, the goal is to minimize potential damage to expensive instrumentation, equipment, and/or experiments and to avoid the creation of hazardous situations.

Contact SMU Facilities Support Center at 214 768 7000; they will be aware of routine maintenance.

Try to obtain the following information prior to calling the support center:

- Is the entire building or only a portion of the building affected by the power outage?
- What are the room numbers of the areas involved in the outage?
- Are there any particularly potentially hazardous or sensitive operations in the affected areas?

If available, increase natural lighting by opening window shades or other similar actions. Shut off electrical appliances and computers before the power comes back on.

Cease activities or operations that involve potentially hazardous conditions.

If the outage involves the research laboratory and/or animal areas, notify the department head/chair so that action can be taken to notify Principal Investigators whose areas may need special attention.

Secure personal belongings.

Use special care while moving about in an under lighted work area to avoid injury resulting from low slips, trips, or falls.

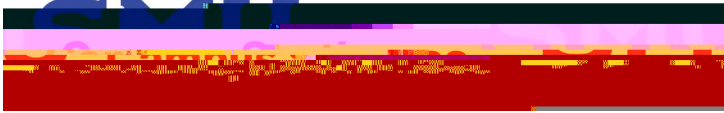
Keep an alternate source of light on you or in your immediate work area to facilitate safe exit in the event of a power outage. Do not use open flame devices for supplementary lighting.

4.14 Persons of Concern

The SMU Police Department, SMU Counseling Services, the Dean of Students or Human Resources, along with selected and identified faculty/staff will follow predetermined protocols that they have been trained in and equipped with to mitigate students of concern situations.

4.14.1 Recognize the Problem

- Marked decline in academic work
- Increased absences
- Marked change in personal hygiene
- Agitation, irritability, aggression
- Excessive weight loss



4.14.2 What To Do

Talk to the student in private and communicate care for the student's well being
Determine what campus resources might best help the student (academic referral, counseling, Dean of Students, Human Resources, etc.)
Refer the individual to appropriate resource, or simply use the Caring Community Connections to report students of concern or Human Resources to report an employee of concern.

4.14.3 Crisis Situations

If a participant exhibits behaviors that you feel indicate IMMEDIATE DANGER TO SELF OR SOMEONE ELSE call SMU PD 214 768 3333.

4.15 Tornado

4.15.1 Tornado Watch

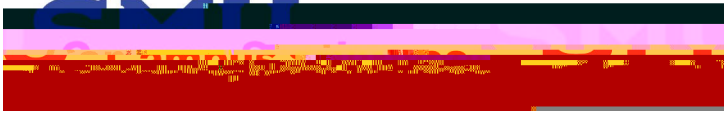
Means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

- Monitor weather reports/conditions
- Be prepared to seek shelter

4.15.2 Tornado Warning

Are indicated by radar or trained spotters. The National Weather Service issues tornado warnings and the City of University Park activates the outdoor sirens. TAKE SHELTER!

- Move to Tornado Shelter Area(s)
- Continue to monitor weather reports/conditions via mobile device, weather radio, etc.
- Continue to shelter until an All Clear is issued by the University
- Report any damage you observe to the Facilities Support Center at 214 768

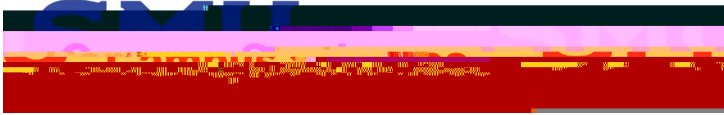


In the event of a power failure, individuals who are unable to use the stairs and their escorts should move to an interior location without windows and call SMU PD at 214 768 3333, who will notify the appropriate emergency personnel with the location.

5. ADDITIONAL INFORMATION/PROCEDURES

The Office of Conference Services, SMU Police Department, and Office of Risk Management are available as resources if you have any additional needs, questions, or concerns related to the safety and security of your camp/conference participants.

<u>Office</u>	<u>Phone</u>	<u>Email</u>	<u>Contact</u>
Office of Conference Services	214 768 2617	ocs@smu.edu	Abigail Smith
Office of Risk Management	214 768 2163	riskmanagement@smu.edu	Jomita Fleming
SMU Police Department Dispatcher	214 768 3388	no email	Non Emergency

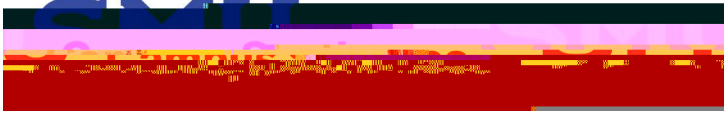


GUIDELINES FOR THE PROTECTION OF MINORS

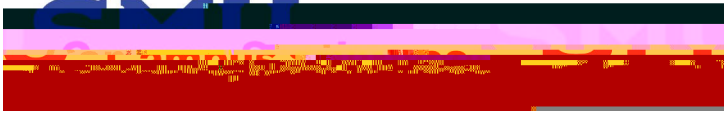
Guidelines for the Protection of Minors in Youth Programs on Campus

Table of Contents

1. Policy Statement	49
2. Purpose	49

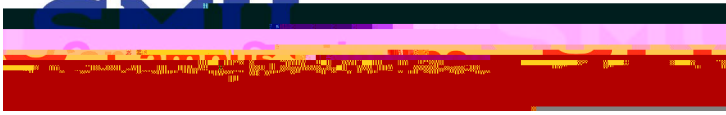


10.	Resources and References	57
11.	Definitions	57

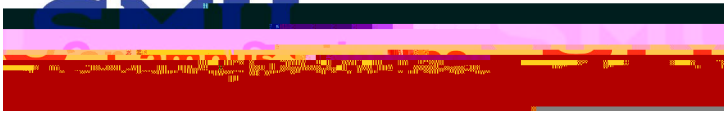


1. Policy Statement

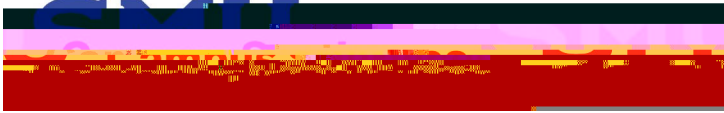
It is the policy of the University to comply with Texas mandatory reporting regulations. ¹



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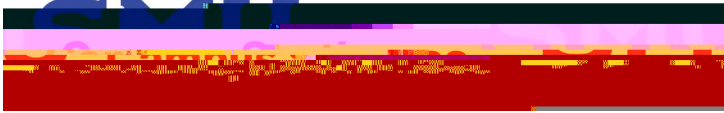


- b. Undergraduate or graduate academic programs, classes, or activities in which all individuals under the age of 18 are enrolled students or students admitted for enrollment.
- c. Events or programs offered by University personnel that are open to the general public to which Minors are invited to participate and the expectation is the Minor is accompanied by their parent/guardian(s) during the event or program and the university is not accepting care, custody, or control for the Minor(s) (e.g., athletics events, educational or entertainment events or activities, field trips, concerts).
- d. Student recruitment activities, including admissions events and campus tours, which involve Minors (considered to be prospective students) visiting campus with a parent, legal guardian, or any other adult acting as a guardian for the activity or a recruitment activity that is scheduled to last no longer than one day and does not include an overnight stay.
- e. Kindergarten through 12th grade school groups (accompanied by teachers and/or chaperones) visiting campus as members of a campus tour or field trip.
- f. Activities and programs subject to regulations that already provide for the protection of minors or participants.
- g. Institutional review board (IRB) approved research involving Minors as human subjects.
- h. Individuals engaged as volunteers at the SMU Child Care Center.
- i. Multi year grant activities specific to Youth Programs on Campus (such as Federal Trio Programs).
- j. Clinical services provided to Minors in the Center for Family Counseling or the W.W. Caruth, Jr. Child Advocacy Clinic or other university clinical or client care setting.
- k. University employees or volunteers W.W. with.42080TD0Tc081Tftj/TT913Tc(the)Tj/TT91Tf1.36070TD0Tc



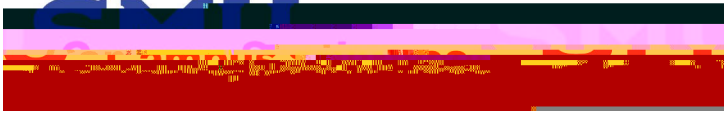
v. Recurring Programs must register annually.

b. Authorized

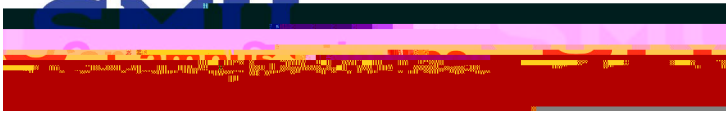


viii. **SMU Students as Program Staff**

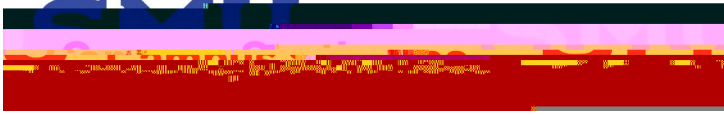
1. Enrolled students may request access to the online,



1. Any criminal convictions or deferred adjudications outside of the named offenses, or other adverse information has been revealed by a credible source.
 - a. If so, the Program Director should not approve them on the [Certificate of Compliance Form](#).
 - b. The background check results do not need to be sent to the Office of Conference Services or the Office of Risk Management.
2. Others convictions do not automatically disqualify an individual.
 - a. If the Program Director wishes to seek approval for an Authorized Adult with such convictions, they



i. No Authorized



Questions regarding these guidelines should be directed to riskmanagement@smu.edu.

For additional information, please visit

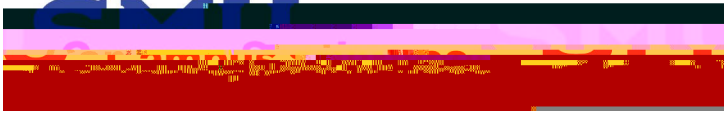
[https://www.smu.edu/BusinessFinance/Risk Management/Risk Management Insurance/Protection of Minors](https://www.smu.edu/BusinessFinance/Risk%20Management/Risk%20Management%20Insurance/Protection%20of%20Minors).

8. Records Retention

All applications, background checks, training, and other required personnel documentation shall be maintained with the Youth Program in hard copy or electronic format for a minimum of two years following a person's last day of service. Criminal background check records (for SMU faculty and staff) are maintained by Human Resources in compliance with the University's record retention policy.

9. Periodic Review

These guidelines are maintained by the Office of



Authorized Adult: Individuals 18 years of age or older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee Minors as a part of a Program and who have satisfied the training and background check requirements outlined in these guidelines.

Campus: