

# Roster Procedures

The roster will be emailed as an Excel attachment.

On the roster, you will be required to complete the following sections:

**First/Last Name:** List the names in the separate columns provided.

**Gender:** Select from the drop down menu “M” for Male, “F” for Female, or “X” for Gender Neutral.

**Arrival Date:** The arrival date defaults to the first date of your contracted housing package. You will need to change this date for anyone arriving before the check-in date (i.e. early arrivals checking in one day early), as these are individuals who will be adding additional nights to their housing package. You must let your Conference Account Coordinator know if you anticipate any early arrivals since space is subject to availability. **Participants/staff staying between sessions should be noted as early arrivals on the second and all subsequent session rosters.**

**Departure Date:** The departure date defaults to the last date of your contracted housing package. You will need to change this date for anyone remaining beyond the check-out date (i.e. late stays for one extra night), as these are individuals who will be adding additional nights to their housing package. You must let your Conference Account Coordinator know if you anticipate any late stays since space is subject to availability.

**Organizer:** Please designate staff for your program by using the drop down menu and choose “Staff” on the line that corresponds with the staff member’s first and last name.

**Will Supervise Minor (for programs with attendees 17 years or younger):** Please designate Yes or No if your staff will supervise minors during your program.

**Extra Nights:** Extra nights will be billed to the conference unless otherwise indicated on your roster. If there is a participant or staff staying one additional night, please select from the drop down menu who will be paying for the extra night. If the conference organizer is paying, the extra night will be billed to the program. If the participant or staff is paying, please choose the “Individual Pays” option. Payment is required at check-in before keys will be distributed. You must let your Conference Account Coordinator know if you anticipate anyone planning to stay extra nights since space is subject to availability.

**Birth Year:** For any participant 17 years or younger, please indicate the birth year (i.e., 2002)

**Emergency Contact First/Last Name/Phone Number:** Required for all participants, staff and guests.

Please maintain default capitalizations in all columns. Once you have completed your roster, please be sure to save it under the same file name used by Stanford Conferences.

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## Floor Plans

If you choose to make your own room assignments, floor plans of your conference's assigned residence(s) will be emailed to you along with your roster form. Offline rooms and room occupancies will be indicated on your floor plans. These plans have been saved as PDF files and should be viewed using Adobe Reader. To download the most recent version of Adobe Reader, please visit:

<http://get.adobe.com/reader/>

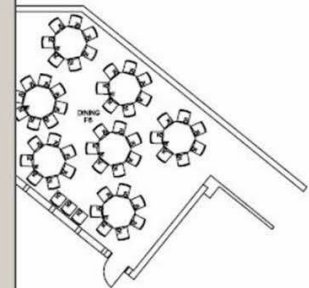
**Reading your floor plans:** Please be advised that furniture configurations depicted on floor plans are often not current. Refer to the labels for actual summer occupancy type and be advised that if a room is color coded as one type of room but has a label of a different room type next to it, that means we changed the room type for the summer conference season. If two rooms share the same room number but each are labeled with different letters, notice the door between the rooms, as this is often a two-room double or a two-room triple. Two-room triples typically have three beds in one room and other furniture (dresser, desk, etc.) in the other room. We advise you to count the number of rows on your roster and make sure it corresponds with the room type listed on the floor plan.

**Rooms for program offices/storage/camp stores:** When completing your roster, be sure to indicate any rooms that your program will be using for offices, storage, or camp stores (if not already marked). Enter "Office" or "Storage" or "Camp Store" into both the Last and First name fields on the spreadsheet. Please note that there will be fees associated with these reservations or duplicate keys needed to these rooms beyond their normal occupancy, so be sure to speak with your Conference Account Coordinator about such rooms in advance of your program's arrival.

**RF Apartments:** Please be aware that Stanford Faculty, Staff, and their families may live in the residence that you are using this summer. In order to mitigate noise issues, we suggest that you assign conference staff or your "storage/camp store" room in the bedrooms next to or above the RF apartment. The RF apartment is noted on the floor plans if there's one in the building.

**Printing floor plans:** To print your floor plan from the Adobe PDF file, choose "**Print**" from the File Menu. Under the "**Comments and Forms**" section of the print window, select "**Document and Markups**" (options can differ according to the version of Adobe you are running). Selecting these options will allow the colored boxes (indicating configurations and offline rooms) to print. For paper scaling, choose "**Fit to Paper**" or "**Fit to Printable Area**" (depending on your printer's options) to produce the largest possible printout size. If your printer has the capability, you can print the floor plans to their full 11"x17" size. Otherwise, Adobe will re-scale them by default.

Note: Please see illustration of floor plan printing instructions on the next page.



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## Roster FAQs

**What is a roster?** A roster is list of all your participants, staff, and guests living on campus during the duration of your conference.

**How do I obtain a roster?** The roster form will be emailed to you as an Excel spreadsheet. Floor plans will also be emailed if you have chosen to make your own room assignments.

**When are rosters due?** If you are making room assignments for your conference, the roster is due seven (7) days before the start of your conference. If Stanford Conferences is making your room assignments (option for adult programs only), the roster is due 14 days before the start of your conference. The penalty fee for late rosters is \$150/per day, seven days a week. Note: This penalty fee is cumulative.

**What if I need to increase the number of my participants/staff?** Contact your Conference Account Coordinator prior to increasing your program's participant/staff numbers beyond the number of bed spaces reserved on your most recent contract. Roster increases will be accommodated depending on space availability.

**What if I have participants/staff arriving early or departing late?** Participant/staff early arrivals and late departures need to be listed on your roster and approved by your Conference Account Coordinator. If scheduling conflicts arise, early arriving/late departing individuals may be assigned to alternate housing for the additional days of their campus residency.

**What if I have participants/staff staying for two or more sessions?** Participants/staff staying for two or more sessions must be included on the roster submitted for each session. To cover their night(s) between sessions, all participants/staff staying for any additional session(s) should be noted on your roster as early arrivals for the second and all subsequent sessions they are staying for. Their check-out date should remain the actual check-out date for each session. For example, if you have three sessions with dates 6/23-6/28 (Session 1), 6/30-7/5 (Session 2), and 7/7-7/12 (Session 3), an individual staying for all three sessions should be listed on each roster with the following dates of stay:

Session Roster	Check-in Date	Check-out Date
Session 1 Roster	6/23/2019	6/28/2019
Session 2 Roster	6/28/2019	7/5/2019
Session 3 Roster	7/5/2019	7/12/2019

**How do I return my completed roster?** Use the same roster spreadsheet that was emailed to you by Stanford Conferences and email it back as an attachment to: [conferencerosters@stanford.edu](mailto:conferencerosters@stanford.edu). (Note: Please be sure to save the roster under the same file name used by Stanford Conferences). Please DO NOT FAX your roster. If you experience problems reattaching your roster to your email message, please call your Conference Account Coordinator for assistance with this process. On the roster, please provide the information requested in the appropriate columns. The roster format has

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been locked to ensure accurate portrayal of information.

**What if I need to change my roster?** If you have changes to make after you've submitted the original roster to Stanford Conferences, use the Roster Update Form. This form will be sent along with your roster form. Please email your Roster Update Form to your designated CFD and cc: (copy) your Conference Account Coordinator. Requests submitted less than 24 hours before your designated check-in time will be processed upon the conclusion of your check-in.

Updated 4/2019