**GENERAL INFORMATION**

**Registration and Information Desk.** Registration and information materials will be located in the South Lobby of the **Kellogg Hotel and Conference Center** for the duration of the conference during times listed below. In addition, there will be an attended information desk outside Big Ten A and Centennial BC.

12:00 pm – 5:00 pm on Monday, July 31st

8:00 am – 5:00 pm on Tuesday – Saturday, August 5th.

**Venue Information**

Kellogg Hotel and Conference Center (Kellogg) and Brody Hall (Brody) are where the majority of events and talks will be held. The Plenaries and Awards will be in Wells Hall, which is about a 15 minute walk from the Kellogg – Brody area. Please see map on page # for locations.

**Registration Fee & Name Badge**

Please be sure to wear your badge at all times. Admission to all conference activities is by name badge only, including admission to the MSU Museum. When you leave the conference, please contribute to our waste-free goal by returning your name badge holder to the Registration Desk.

All the events with \* in the Full Agenda (page ##-##) are open to all attendees. Events that had pre-registration are denoted by a R. For events that have onsite sign-up (**U**) please see the Registration.

Note your badge gives you unlimited entry to the MSU Museum (featuring “Michigan Bird Conservation Stories: Pigeons Past to Plovers Present”

**Message Board**

This will be maintained behind the Registration Desk throughout the meeting. Please feel free to put up messages at any time during the meeting.

**Coffee Breaks**

Coffee breaks for conference attendees will be held in Kellogg Big Ten A and Centennial BC on Wednesday, August 2nd – Friday, August 4th and Kellogg South Lobby on Saturday, August 5th. Times: 10:00 am – 10:30 am, 3:00 pm – 3:30 pm. Coffee served at the meeting will be Rainforest Alliance Certified™ and Bird Friendly™ certified by the Smithsonian Migratory Bird Center, and roasted by a local Lansing coffee roaster. To further our commitment to a waste-free conference, you are encouraged to use your own mug during the breaks.

**Exhibitors**. Exhibitors are located in area with posters and coffee breaks in Kellogg Big Ten A and Centennial BC. They will be open from 8:00 am on Wednesday, August 2nd  to 3:30 pm on Friday.

See page ## for list of exhibitors.

**Recreational Facilities/Fitness**

Guests staying at the Kellogg and Marriott have access to their onsite fitness centers. Guests of Brody have use of MSU’s intramural recreational facilities (including tennis center and golf course).

Outdoor recreation is easily accessible via the River Trail that runs through campus and goes all the way to Old Town, Lansing (~8 miles). Bikes and canoe rentals are available. MSU Bikes is open Monday – Friday 10:00 am to 5:00 pm; Ph: 517-432-3400).

**MEAL INFORMATION**

**Brody Square Café** is where we encourage attendees to eat meals. The dining room is open 24 hours; however, the full menus are only offered during the times listed below. Breakfast 7:00 am – 9:00 am; Lunch 11:00 am – 1:00 pm; Dinner 5:00 pm – 7:00 pm. A limited menu is available in the intervening hours. People attending meetings in Brody Café 221 and 220 will be able to select their food from main dining buffet area and then eat in their respective private meeting rooms. \*\* Note that water bottles are not allowed in Brody Café. You can either keep it in your bag/backpack or you can leave it with the volunteers attending a table outside the dining area.

Kellogg Hotel and Conference Center has an upscale, casual dining restaurant, The State Room, that is located on the lobby level of Kellogg. Reservations are required.

We also provide an extensive list of nearby eating establishments on our website: <http://aossco2017.fw.msu.edu/food/>

**Internet Access**

Wireless internet access is available in most buildings on campus by choosing the “MSUnet GUEST” network from your wireless options. You do not need a password; you just need to accept the Terms and Conditions in your browser. For more information on connecting wirelessly to the MSU network, please see <https://itservicedesk.msu.edu/CAisd/pdmweb.exe>.

**Printing and Reproduction Services**

There is a copy center located inside the MSU Library. It is called the Hollander MakeCentral Service Desk. In addition to standard copy center services they do have 3 HP Plotters for printing posters (36” wide; $6/linear foot). Call 517.884.6386 for info.

**MSU Union**

About a 10 minute walk from the conference venues along Grand River Avenue, the MSU Union contains dine-in and carry-out restaurants, the Spartan Spirit Shop, a coffee shop, postal services, a credit union, a large study lounge, the MSU Dairy Store, and even a bowling alley.

**Smoking Policy**

The MSU campus is fully tobacco-free as of August 2016. This new ordinance applies to the entire MSU property. If you are staying at the Kellogg Hotel and Conference Center or the Brody dorms, you will need to make a short walk north and fully cross Michigan Avenue (which borders both of these facilities) to use tobacco. The smoking policy for the Marriott Hotel states that smoking is not permitted inside of the building. More information on their smoke-free policy can be found [here](http://www.marriott.com/marriott/smokefree.mi#question4).  You can find out more about the MSU ordinance and policy (including a map of tobacco-restricted areas) at [tobaccofree.msu.edu](http://tobaccofree.msu.edu/).

**Alcohol Policy**

In the Kellogg Hotel and Conference Center, outside alcohol is only permitted in the guestrooms. Banquet bars will be set up for the receptions for guests to purchase drinks. No alcohol is allowed at any functions in the common areas of Brody Hall.

**Getting Around**

The scientific program will take place at the Kellogg Hotel and Conference Center, which is just across the street from the Brody dorms. Although you can drive to the meeting events and/or rent a car, we have planned the conference such that attendees will not require a vehicle to go between events. However, you should be prepared to walk up to ¾ of a mile on occasion. It may be hot outside, so please dress in light clothing, and bring a hat and sunscreen.

\*We do have a shuttle service for registrants who may need assistance getting from the hotels to the plenary talks and back. If you would like to use this service, please contact XXX.

**Lost and Found**

Please check with the main desks of the various housing establishments or ask someone at the Registration Desk to assist you.

**Taxis & Public Transit**

The CATA bus service is a great way to get around campus if you wish to explore campus or the City of Lansing. More information about this service can be found in the “Visiting Michigan” section of the website (aossco2017.fw.msu.edu)

The [Green Cab](http://www.greencabcompany.net/index.html) is an environmentally-friendly taxi service offering transportation throughout the Greater Lansing area, including East Lansing, Holt, Delta, Williamston, Okemos, Haslett and Grand Ledge. Their number is 517-643-1905.

**Parking**

There is free parking on the MSU campus about 1 mile from the Brody Complex. To purchase a a weekly parking pass for $12/week for MSU campus (lots are within walking distance of venue) please check in with the Registration Desk.

**EMERGENCY AND MEDICAL**

MSU Police Department

Phone: (517) 355-2221

police.msu.edu

Emergency: Call 911

There are also emergency “green light phones” located throughout campus, which provide a direct connection to security for emergency situations or general assistance.

For information about late night safety on campus including MSU’s StateWalk service, which allows individuals to be safely escorted between on-campus destinations, please refer to <https://admissions.msu.edu/life-at-msu/safety.aspx>.

**Emergencies & Medical Facilities**

On Campus Clinic: **Olin Health Center and Pharmacy**: 517.884.6546; Address: 463 E Circle Drive, East Lansing; Hours: Monday through Friday, 8:00 am - 5:00 pm.

[**Sparrow Urgent Care**](http://www.sparrow.org/sparrowurgentcare): 517.333.6562. Address: [2682 E. Grand River](https://maps.google.com/maps?q=2682+E+Grand+River+Ave,+East+Lansing,+MI&hl=en&sll=42.726017,-84.449759&sspn=0.007346,0.016512&hnear=2682+E+Grand+River+Ave,+East+Lansing,+Ingham,+Michigan+48823&t=m&z=17) Avenue**,** East Lansing

Hours: Monday through Sunday, 8:00 am – 8:00 pm

[**Sparrow Hospital Emergency**](http://www.sparrow.org/edlocations): 517.364.2616. Address: 1215 E. Michigan Avenue, Lansing, MI.

Hours: 24-hour emergency department.

**Early morning bird walks**

There will be a free early morning local bird walk each morning during the conference (2–5 August 2017), each leaving at 6 a.m. and returning by 8 a.m. in time for the plenary talks. We expect to see a variety of common breeding birds on the first three walks. Sign up at the registration desk; first-come first-served. All locations are within 15-20 minutes of the Kellogg Center, and vans will leave from the Kellogg Center at 6 a.m. sharp. Bring binoculars, rain gear, insect repellent, water and a snack.