

Andover Educators 5th Biennial International Conference
Montclair State University
June 18 – 22, 2011

Host FAQ Information

As of May 24, 2011

General Information:

- **Accommodation:**
 - **On-campus accommodation** is provided at **Count Basie Hall in The Village at Little Falls** on levels 2 – 5.
 - Single and double rooms (2 single beds) are available in suites. Each suite is air-conditioned, contains 4 single beds with 2 bathrooms per suite, a sitting area and kitchen (fridge/freezer, electric stove & dishwasher only - no microwave, utensils, crockery, pots & pans).
 - All rooms will be supplied with a body towel, hand towel, face washer, bed pad, fitted sheet, flat sheet, blanket, pillow and pillow case.
 - You should bring your own pool towel, toiletries, and shower mat.
 - Residents of Count Basie Hall have a swimming pool in The Village complex which is open during daylight hours.
 - Alcohol is permitted inside suites only – no alcohol is permitted in common areas (hallways, lounges) or outside venues (including the pool) on campus.
 - Laundry facilities are located on every floor and may be used free of charge. BYO detergent.
 - Towels can be changed during the conference at a cost of \$3 per change.
 - Trash bags will be provided in every suite. Trash should be disposed on in the trash room located on every floor.
 - Free WIFI internet is available anywhere on campus. Refer to the WIFI instructions for access.
 - **Off-campus accommodation** is provided at the Holiday Inn on Route 46, Totowa. The Holiday Inn provides free shuttle service to and from campus daily. If you drive your car from the hotel to campus you will pay for parking in the Red Hawk Deck.
 - **The Village at Little Falls** – has a Community Assistant (CA) available 24/7 for problems/issues relating to campus accommodation. Call **862-881-2022** for the **CA on duty**; The Village **office hours are 8 am – 8 pm** during the conference.

- **Police:** In the event of an emergency, the campus police number is **973-655-5222**

- **Parking on campus:**
 - For the conference, **daily parking** is available in the Red Hawk Deck (located near to Chapin Hall, home of the Cali School of Music). Payment for the parking deck is made at a foyer vending machine prior to exit.

 - Participants with cars who are visitors to campus and are staying at **Count Basie Hall** will pay for surface parking at The Village at a rate of \$8 per 24 hours. Parking permits for The Village are not transferable to other surface lots on campus – they apply to The Village only.

 - **MSU faculty and students** who already have a surface lot permit are permitted to use it at The Village for the conference, as long as the permit is current and you are parked in an actual space.

 - **Handicapped parking** is available and must be indicated at registration. To park in any handicap parking space in New Jersey you have to have handicap parking permit from the state of NJ. Providing you have that, MSU can issue a temporary handicap permit for MSU during the conference.

 - Please note there is no free parking on the MSU campus for visitors.

- **Conference meals:**
 - Begin with breakfast on Saturday, June 18 and conclude with breakfast on Wednesday, June 22. People will be on their own for all other meals. Please refer to the Montclair Dining Options for local restaurant recommendations from MSU faculty for Friday, June 17 and pre-conference training days.

 - **Breakfast** will be served buffet-style in the Count Basie Hall Conference Room from 6:45 am – 8 am Sat – Wed. There will be seating for 35 people at a time. You are also encouraged to assemble a breakfast tray and take it up to your room/suite.

 - **Lunch** will be served Sat – Tue from 12 – 1 pm in the Student Centre Ballrooms (map reference #51 on map), located on the left on the first floor. Entry to lunch with name-tag only indicated you have pre-paid for your meal. It is a 5 minute walk from Chapin Hall

to the Student Centre; shuttle is also available but will likely take 15 minutes by the time it does the rounds of campus.

- **Dinner** will be served Sat – Mon from 6 – 7:30 pm in the Student Centre Ballrooms. Tuesday evening is the **Banquet** from 6 – 10 pm in the Conference Centre on the 7th Floor of University Hall (#52 on map).
- **Friday, June 17 is the travel and registration day.**
 - **Check-in** will occur between **12 noon and 7 pm** at Abbot & Costello Hall in The Village at Little Falls.
 - At check-in you will receive your room key and prox card (swipe card for building security), conference handbook, campus map and WIFI information, and your parking permit.
 - **After-hours check-in at The Village at Little Falls:**
 - A Community Assistant (CA) will be available 24/7 with problems regarding accommodation and to assist with out-of-office hours check-in.
 - Regular office hours at The Village are 8 am – 8 pm in the Abbot & Costello Office. Access is via 2nd floor from main entrance or on the ground level pool side.
 - Late arrivals (i.e. After 7 pm on June 17 or June 18 onwards):
 - 8 am – 8 pm check-in at Abbot & Costello Office for room key and prox card, or call the on duty CA **862-881-2022** for assistance.
 - Conference information will be available from the Registration & Information desk in the lobby of Chapin Hall Saturday through Wednesday.
 - **Check-out** will occur on Wed, June 22 between 1 – 2 pm or sooner if you are departing the conference early.
 - Guests in Count Basie Hall are asked to bring linens out of their room and place in bins on levels 2 and _____.
 - You must also return your room key and prox card to the Abbot & Costello Office.
- **Campus shuttles:** The campus shuttle bus system will run on the modified summer schedule during the conference. Participants may take the **E shuttle** to access all campus venues, i.e. Count Basie Hall, Chapin Hall, University Hall and the Student Centre. Shuttles run every 15

minutes as follows. The stop closest to Chapin Hall is at the Red Hawk Deck (a 3 minute walk from Chapin Hall)

- Monday – Friday: 6:30 am – 8 pm
- Saturday & Sunday: 7:30 am – 5 pm

For specific information concerning routes and pick-up times please visit:
<http://www.montclair.edu/shuttles>

Additional designated Conference Shuttle service to meet our program needs will be provided in as follows:

- **Sat, June 18:** 10 – 10:30 pm from Red Hawk Deck stop to Count Basie Hall following Opening Concert Reception
 - **Sun, June 19:** 9:45 – 10:15 pm from Red Hawk Deck stop to Count Basie Hall following Richard Nichols' session
 - **Mon, June 20:** 9:45 – 10:15 pm from Red Hawk Deck stop to Count Basie Hall following Lois Svard's session
 - **Tue, June 21:** 10 – 10:30 pm from University Hall stop to Count Basie Hall following the Banquet
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- **Conference bookstore** will be located in Chapin Hall (Cali School of Music) in the Rochberg Room on level 1. All Body Mapping books and resources published by GIA Publications, Inc will be available for sale, as well as other publications by Mountain Peak Music. Refer to the conference handbook for bookstore hours.

Additional Information

Closest grocery store to The Village:

Kings Market on Valley Road, 1 mile from campus; use train (Upper Montclair stop) or a cab.

Dining options:

- **On-campus (Mon-Fri only):** Café Diem (#49 campus map); Red Hawk Diner (#40 campus map); University Hall Coffee Bar (#52 campus map); C-Store (#51 campus map) is a mini grocery.
- **Off-campus** – refer to *Dining in Montclair* information.

Closest ER/hospital: 4 miles from campus

Mountainside Hospital, 1 Bay Avenue, Montclair, NJ 07042
(973) 429-6000

Directions to Mountainside Hospital:

From campus (4 miles):

- 1) Right turn onto Valley Road south for 3 miles
- 2) Turn LEFT (south-east) onto Claremont Ave for 1.1 mi
- 3) Turn RIGHT (south-east) onto Walnut Crescent for 43 yards
- 4) Arrive Mountainside Hospital

Closest pharmacy:

CVS Pharmacy
565 Valley Road, Upper Montclair, NJ 07043
(973) 746-9600

From Campus: Take Normal Avenue exit and turn right onto Valley Road. CVS is approximately 2 miles down Valley Road after the third light (center of town). It will be on your right across from Starbucks.

Transport Information:

Please check the MSU website www.montclair.edu for detailed information about getting to and from campus.

▪ **NJ Transit trains:**

- The **Montclair-Boonton line** trains run to campus on weekdays only; on weekends it runs as far as Bay Street, which is approx 4 miles from campus.
- Buy tickets before boarding or you will pay a surcharge.
- **Newark airport to MSU (weekdays):** catch the **Airtrain** (monorail) from your EWR terminal to the main NJ Transit line to connect with a **north-bound** (New York Penn) train on

the **North East Corridor**. Change trains at **Secaucus Junction** for the Montclair-Boonton line (two stops from EWR to Secaucus Jtn).

- **Montclair Heights** is the stop for the Cali School of Music in Chapin Hall (Southern end of campus)
- **Montclair State University** is the stop for The Village at Little Falls (Northern end of campus)

- **MSU to Newark airport (weekdays)**: catch the NJ Transit train to New York from either Montclair State University stop or Montclair Heights stop. Change trains at Secaucus Junction for any south-bound train – they all stop at EWR (it's only 2 stops from Secaucus to EWR). At Newark airport stop, the Airtrain (monorail) will take you inside your terminal.

- **Buses:**
 - Decamp buses service campus weekdays and weekends. Refer to the Decamp Bus Schedule PDF for service times.
 - **Decamp #66** leaves from gate 412 at the Port Authority in Midtown Manhattan, and arrives at MSU or Mt. Hebron & Valley Road weekdays and weekends.

- **Car service** – refer to **MB Transportation Plus, Inc** information for airport car service to or from EWR or JFK (prices inclusive of taxes, tolls & drive gratuity)

- **Taxis:**
 - Montclair Taxi (973) 744-6778
 - NJ Taxi & Limo (973) 744-7444
 - Black White Taxi Co (973) 759-3311

Internet access on campus:

Guests will need a Wi-fi capable device and will need to access MSU Wireless and sign in as a guest. (Software may be required to download to proceed with registration). Free internet access is available for Conference participants from June 15 – 22, 2011.

Net ID for conference group will be: **AE2011**
 Password is: **Andover11**

Recreation Centre

Conference participants interested in fitness and work-out facilities are welcome to use our state-of-the-art recreation centre (map ref #39). Cost is \$30 for unlimited visits during the conference. If you are interested to use the recreation centre facility, email Scott Cortese (Programming Assistant) cortes@montclair.edu to expedite processing of your guest pass. You will need a photo ID and your conference name badge when you collect your guest pass. Information about the facility at www.montclair.edu/campusrec

Hours of operation:

Monday – Thursday: 6:00am – 8:00pm

Friday – Sunday: 8:00am – 8:00pm

Campus map – a map with all conference sites clearly marked will be provided at registration. Please note the following venues:

- Chapin Hall (Cali School of Music) - #12
- The Village at Little Falls (Count Basie Hall) - #53
- Red Hawk Deck (daily parking) - #41
- Student Centre Ballrooms (lunch & dinner) - #51
- Conference Centre (Tuesday night banquet) - #52
- Red Hawk Diner - #40
- Café Diem - #49
- Recreation Centre - #39
- Montclair State University train stop (NJ Transit) - #34
- Montclair Heights train stop (NJ Transit) – closest train stop to Chapin Hall – across the road from #48 on map.

Campus walking times:

Walking times on campus will vary according to your level of fitness. We are situated on a hill so please take this into account. The upside is the panoramic views of NJ and Manhattan!

- Chapin Hall to Student Centre – approx 5 – 7 minutes
- Chapin Hall to Red Hawk Deck and MSU Shuttle stop – approx 3 – 5 minutes
- Count Basie Hall to Chapin Hall – a long walk, recommended for those who enjoy a 25-30 minute workout