

# Summer Conference Inquiry Form

UCI Student Center & Event Services  
University of California, Irvine  
A311 Student Center ■ Irvine, CA 92697-2050

Phone Number: 949.824.5252 ■ Fax Number: 949.824.3055 ■ scsconf@exchange.uci.edu ■ www.studentcenter.uci.edu

## CONTACT INFORMATION

Primary Contact(s): \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (State) (Zip)

Main Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Client Type: \*  UC Department  Campus Organization  External Client

Is this Conference is co-sponsored?  Yes  No

If Yes, please provide the Co-Sponsor's Organization: \_\_\_\_\_

The Co-Sponsor is a:  UC Department  Campus Organization  External Client

### \*UC Dept's, continue below:

Please provide your Department's KFS Number: \_\_\_\_\_

Department Bookkeeper/Finance Contact: \_\_\_\_\_

Bookkeeper Phone: \_\_\_\_\_

Bookkeeper E-mail: \_\_\_\_\_

## CAMP/CONFERENCE INFORMATION

Name of Camp/Conference: \_\_\_\_\_

Organization/Sponsor: \_\_\_\_\_

Program Website: \_\_\_\_\_

Brief Description of Program: \_\_\_\_\_  
\_\_\_\_\_

Preferred Camp/Conference Dates: \_\_\_\_\_

Alternate Camp/Conference Dates :  
(if preferred dates are unavailable)

Type of Camp/Conference:  Overnight  Overnight & Commuter  Day Camp Only

Age Range of Participants: \_\_\_\_\_

Total # of Participants (Commuter + Residential): \_\_\_\_\_

Total # of Staff (Commuter + Residential): \_\_\_\_\_

# of Residential Participants: \_\_\_\_\_

# of Residential Staff: \_\_\_\_\_

# of Commuter Participants: \_\_\_\_\_

# of Commuter Staff: \_\_\_\_\_

Proposed Arrival Time: \_\_\_\_\_

Proposed Staff Arrival Date:  
(if different)

Proposed Departure Time: \_\_\_\_\_

Proposed Staff Departure Date:  
(if different)

## ROOM & BOARD PREFERENCES

# Participants at Double/Shared Occupancy: \_\_\_\_\_

# Staff at Double/Shared Occupancy: \_\_\_\_\_

# Participants at Single Occupancy: \_\_\_\_\_

# Staff at Single Occupancy: \_\_\_\_\_

First Meal Date: \_\_\_\_\_

Breakfast  Lunch  Dinner

Last Meal Date: \_\_\_\_\_

Breakfast  Lunch  Dinner

Do your Staff or Participants have any special Dietary Needs? (ex. Kosher, Halal, Gluten Free)  Yes  No  
If yes, your Conference Coordinator will contact you for details. Replacement Meals may incur additional charges.

If Staff is arriving/departing on a different date, will they be dining on campus or on their own those days?  
\_\_\_\_\_

**MEETING & ACTIVITY SPACES**

*\*Please provide tentative program agenda and attach any additional supporting documentation or information.*

Do you require any Meeting Space?

Yes     No

*\*Meeting Space includes Conference Center, Classroom, and Housing Complex rooms as available. Meeting Space is not for special functions.*

Will you have any Special Functions or Activities?

Yes     No

*\*Special Event & Activities may include use of athletic facilities, fields or park spaces, receptions, parties, catered events, and guest speaker events.*

Meeting Space Description & Needs:

Special Function/Activity Description & Needs:

*\*Please specify dates, times, capacities, and setups required. Attach additional documents as needed.*

**MISCELLANEOUS INFO**

Do you require any additional services? Please describe: \_\_\_\_\_

\_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

**INFO FOR PROSPECTIVE CLIENTS**

- Parking permits are required 7 days a week. All parking arrangements (permits, directional signage, traffic directors, etc.) need to be made directly with the Guest and Event Services Office of Transportation & Distribution Services. See [www.parking.uci.edu](http://www.parking.uci.edu) for more information on services.
- Any extra meals before, after or during conference duration will incur additional charges. Board credits may be applied to exchange meals such as sack lunches. Guest charges apply.
- Participant waivers are required for all programs with minors and may be required for adult programs.
- For any non-UC Department sponsored program or any external vendor/service provider, insurance requirements will apply. Coverage and other insurance requirements will be provided during contracting.

***Thank you for your interest in holding your summer program at UCI.  
A member of the Summer Conferences Team will reach out to you soon.***