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Experience

UC San Diego



Interactive Map

# Conference Desk Information



The Conference Desk Staff will assist you with lost keys, lockouts, Summer Triton Card purchases, parking permit information, maps, directions and advice on local attractions. If you need assistance when the desk is closed, please call the 24-Hour Desk line at **858.534.4165**.

## 1 The Village Conference Desk

Location: North Break Lounge  
Hours: 24 Hours, 7 Days a Week  
Phone: **858.534.4165**

## 5 ERC Conference Desk

Location: ERC Student Activities Center  
Hours: 7am-10pm, 7 Days a Week  
Phone: **858.534.1142**

## 9 Revelle Conference Desk

Location: Christine Norris Conference Room, Keeling Apartments Building 2  
Hours: 7am-10pm, 7 Days a Week  
Phone: **858.534.3303**

## 11 Warren Conference Desk

Location: Warren Student Activities Center, Voigt Drive  
Hours: 7am-10pm, 7 Days a Week  
Phone: **858.534.3811**

## Telephone Services

Telephone messages can be received at the Conference Desk locations. You will receive a notification posted on your entry door to check in at the Conference Desk to receive messages.

## Mail Services

Mail can be received at the Conference Desk locations. If you should receive mail or packages during your stay, you will receive a notification posted on your entry door to check in at the Conference Desk.

Mail pick-up locations are based on the housing location (the Conference Desk location responsible for your group check-in will be the mail pick-up location). Mail Services will pick-up and deliver mail to each of the Conference Desk once a day Monday through Friday. Please note, you will need identification to pick up any mail. Please have correspondence addressed to the correct Conference Desk location.

**Name of Guest**  
**Name of Conference Group**  
**(The Village, ERC, Revelle, Warren) Conference Desk**  
**9450 Gilman Drive La Jolla, CA 92092-0100**

## Lost Keys

If you should lose your key(s) during your stay, please visit your Conference Desk location to receive a new key. Lost key charges may apply based on the type of key lost.

## Lockouts

If you should get locked out of your room during your stay, please visit your Conference Desk location to receive a courtesy key for immediate use. If you are unable to get to your Conference Desk location, please call **858.534.4165** for assistance.

## Maintenance Request

If you have a maintenance request (clogged toilet, running faucet, broken garbage disposal, etc.) please call our Campus Customer Service Center to report the issue at **858.534.2600**. HDH Maintenance Staff will enter premises to fix the issue at the earliest opportunity.

## Furniture

Upon check-out, furniture in the residence halls and apartments must be left in the same set-up as upon check-in. If furniture is relocated, there will be an additional fee applied to the master invoice.

## Laundry

Washers and dryers are located in laundry rooms in both apartment buildings and residence halls. To use laundry facilities, you will need to purchase a Summer Triton Card. Summer Triton Cards may be purchased at any of our Conference Desk locations in \$5, \$10 and \$20 denominations. Please note, laundry machines do not take cash or credit cards.

## Housekeeping Services

The University shall provide housekeeping services in all housing areas Monday through Friday (excluding Holidays). These housekeeping services may include:

- Hallways, residential suites and common areas vacuumed daily.
- Trash removed daily.
- Bathrooms cleaned daily.

Kitchen counters and sinks (if applicable) will be cleaned twice (2) a week. Please note: the University Housekeeping Staff are not responsible for washing personal items such as laundry or dishware.

Linen Services vary according to the program that your conference organizer has arranged. Most housing areas include a linen bundle (including towel and bedding sets) provided upon arrival. These sets are refreshed weekly.

### Additional linen sets can be rented at our Conference Desk locations:

Towel Set \$5 | Bedding Set \$5 | Bedding & Towel Set \$8

## Dining

Conference attendees can enjoy an all-you-care-to-eat experience during breakfast, lunch and dinner at most campus Dining Services restaurants. Offerings range from fresh baked goods to grilled items, organic produce, cage free eggs and daily entrée specials.

Pick up additional snacks, coffee or retail items at The Village Market, open throughout the summer. Please refer to our Dining Services website for the latest information. [hdh.ucsd.edu](http://hdh.ucsd.edu).

## Meal Cards

If meals have been prearranged for your conference, you will be provided a meal card. Meal cards will be coded for your assigned dining facility. Meal plans are available for both overnight conference participants/staff as well as commuter conference participants/staff.

Lost meal cards will be replaced for a \$3 fee and payment is due at the time of replacement (unless otherwise arranged with Conference Services). These can be purchased at your Conference Desk location.

## Checkout

To check out, please return your room keys and meal cards to your Conference Desk. If your key is not turned in by the scheduled check-out time for your group, you may be charged a key and/or lock replacement fee.

## Parking & Permits

Parking permits can be purchased on-line prior to your arrival to campus or at any of the Conference Desk locations using the complimentary computer Kiosks.

Please visit: [transportation.ucsd.edu](http://transportation.ucsd.edu) to purchase your permit. Permits can also be purchased at the Parking Office located in the Gilman Parking Structure or at one of the kiosks located in the parking lots.

Parking Permit Rates are as follows: \$8/day, \$41/week, \$61/1-month, \$122/2-month, or \$183/3-month. Rates are subject to change. No refunds will be issued for any unused permits regardless of cause. Permits are required Monday through Friday.

For additional assistance with parking permits, please visit your Conference Desk.

## Vending Machines

The locations of soft drink, candy and ice machines are posted in the main entrance to many of our residence halls and apartment buildings.

## Recreation Facilities

Enjoy tennis, racquetball, handball, squash, weight training, swimming, running, softball and volleyball at one of the campus recreation facilities by purchasing a daily or weekly pass. Passes may be purchased at RIMAC or at Canyonview Aquatics & Activities Center.

Guests will need to have a picture ID to purchase a pass.

Children ages 10-17 can utilize the facilities if they are accompanied by an adult, except for the weight rooms.

### Rates for Summer Conference Groups:

One-Day Pass: \$5 | Week Pass: \$20

To view the latest information on our Sports and Recreation facilities, visit [recreation.ucsd.edu](http://recreation.ucsd.edu).

## Resources

University of California, San Diego  
9500 Gilman Drive La Jolla, CA 92093  
**858.534.2230**

Directions to the campus.....	<b>858.534.2208</b>
Campus Emergency Status Information.....	<b>858.534.4357</b>
UCPD.....	<b>858.534.HELP</b>
CSO Walking Service .....	<b>858.534.WALK</b>
Counseling & Psychological Services .....	<b>858.534.3755</b>
Environment, Health & Safety.....	<b>858.534.3660</b>
Office for Prevention of Harassment & Discrimination .....	<b>858.534.8298</b>
Office of the Ombuds .....	<b>858.534.0777</b>
Sexual Assault & Violence Prevention Resources Center.....	<b>858.534.5793</b>
Student Health Service.....	<b>858.534.3300</b>
Telephone/Data/Repair Service.....	<b>858.534.1853</b>

## Medical Services

Emergency medical care is available 24 hours a day at Sulpizio Cardiovascular Center adjacent to UC San Diego Thornton Hospital (approximately 1.8 miles away from campus) and Scripps Memorial Hospital (approximately 3.2 miles away from campus). **If there is an immediate, life threatening emergency, DIAL 9-1-1.**

<b>UC San Diego Medical Center</b>	<b>Sulpizio Cardiovascular Center</b>	<b>Scripps Memorial Hospital</b>
<b>Emergency Room</b>	<b>Emergency Room</b>	<b>Emergency Room</b>
200 West Arbor Drive, San Diego CA 92103	9434 Medical Center Drive, La Jolla CA, 92037	9888 Genesee Avenue, La Jolla CA 92037
<b>619.543.6222</b>	<b>858.657.7600</b>	<b>858.626.4123</b>

## Transportation Information

The San Diego International Airport (Lindbergh Field) and the San Diego Train Station are approximately fifteen miles from campus.

### San Diego MTS (Buses)/From the Airport:

To get to UC San Diego by bus from the airport, take the Route 992 bus downtown to Broadway & 4th Ave. Cross the street and take the Route 30 marked UTC/VA Medical Center. Plan on a two hour bus ride (approximately).

## Car Rentals

Rental cars may be obtained at the airport.

Alamo Rent-a-Car .....	<b>800.327.9633</b>
Budget Rent-a-Car .....	<b>800.527.0700</b>
Avis .....	<b>800.331.1212</b>
Hertz .....	<b>800.654.3131</b>

Please consult a telephone directory for further listings. To drive to UC San Diego from the airport, take the Harbor Drive/I-5 south exit to Laurel Street. Take a left on India Street and stay on India to the Interstate 5 north on-ramp.

## TAXI SERVICE

Taxi service is available from the airport to UC San Diego. The fares vary, but they are generally around \$30.

La Jolla Cab.....	<b>619</b> or <b>858.453.4222</b>
Yellow Cab .....	<b>619.234.6161</b>

**SuperShuttle: 1.800.9.SHUTTLE (1.800.974.8885)** for reservations and current rates. For groups of up to four, SuperShuttle provides economical van service to UC San Diego with a one-day notice. **Discount Code: 556CR**