



Conference Services

Gosiger Hall, Suite 210
300 College Park Ave
Dayton, Ohio 45469-0950
937-229-3317
conferences@udayton.edu



University
of Dayton

Welcome to Conference Services

Conference Services at the University of Dayton strives to enhance and support the educational mission and vision of the University by supporting faith development, providing opportunities for summer recruitment efforts, and supporting professional and personal development of University faculty & staff. Ultimately, Conference Services plays a vital role in assisting with the growing reputation of the University.

Overnight Accommodations

We maintain the highest standard when it comes to our overnight accommodations. Many spaces have been newly renovated or recently constructed.

Capacity: All of our housing units are fully furnished and bedrooms are outfitted with two (2) XL twin beds. Conference guests are welcome to place one (1) or two (2) individuals into a bedroom. Personal items such as toiletries, televisions, alarm clocks, coffee makers, hair dryers, and clothes hangers are not provided. Conference housing is billed nightly by the whole unit (one whole apartment, one whole suite, etc.).

Counselors/Coordinators/VIPs: Conference groups visiting campus with planning teams, coordinators, counselors, VIPs, or guests with special needs will have the ability to use strategically placed staff suites/semi-suites for their private use. These suites are single-bed units with a private bathroom in-suite.

UFAS/ADA Compliance: Most buildings in our housing system have dedicated spaces for individuals with mobility difficulties. We can set those spaces aside for individuals who indicate a need.

General Amenities: All overnight accommodations include bed and bath linens. Linen change service is available for conference guests staying longer than one week (7 days). Cost for this service is included in the nightly rate negotiated during the agreement process. All locations have air conditioning and laundry facilities.

Housing Options

Traditional Residence Hall: Single bedroom (two beds in each) on a double-loaded corridor. Communal bathrooms strategically placed on the floor.

Semi-Suite: Private suite with two bedrooms (two beds in each) and a private bath.

Suite: Private suite with two bedrooms (two beds in each), private bath, and a common space.

Apartment: Apartment with two to three bedrooms (two beds in each), private bath, a common space, and a kitchen (utensils and cookware not provided).

Off-Campus: Should your needs require off-campus accommodations, we can help! Our partnerships with area hotels allow us to help you make the appropriate connections off campus.

Meals

All on-campus dining options include vegetarian choices and can be customized to accommodate participant allergies and unique dietary requests.

Meal Service Options

Catered Meal Service: includes, but is not limited to buffet, plated, and reception service.

Cafeteria style meal service: includes a pre-determined daily menu served in a cafeteria-style manner.

Meeting Space Accommodations

There are a wide variety of meeting spaces that can be tailored to any conference need. Venue types include, but are not limited to, large and small multipurpose meeting spaces, classrooms, outdoor venues, and off-site venues. Spaces are based on availability. Audio-visual including sound, projector, screen, and computer hook-up are available and can be arranged as needed.

Parking, Transportation, & Technology

Parking and WiFi are included in the overall package offer. Web registration services are available.

Conference Timeline

90 Days Prior to Arrival Date: Conference Services will supply registrants with a contract draft.

60 Days Prior to Arrival Date: Registrants must submit all changes and/or confirmations of the contract.

45 Days Prior to Arrival Date: Conference Services will supply registrants with final contract.

30 Days Prior to Arrival Date: Registrant returns signed contract, daily conference schedule, \$250.00 deposit, certificate of insurance, and final requests for Campus Recreation usage.

10 Business Days Prior to Arrival Date: Cancellations for Campus Recreation, final housing roster, guaranteed meal count, final meeting room changes, and final daily schedule must be received.

Cancellation Policy

Conferences may be cancelled in writing up to 90 days in advance with no financial penalty. Conferences that are cancelled in writing at least 30 days in advance will be responsible for 50% of anticipated charges (based on the contract).

Conferences canceled with less than 30 days' notice will be responsible for full payment of anticipated charges.

For more information please contact conferences@udayton.edu