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Registration Information, Berkeley, California, October 16-18, 1980

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POD NETWORK NATIONAL CONFERENCE

Claremont Hotel
Berkeley, California
October 16-18, 1980

Registration Information

The POD Network's 1980 Annual Conference, "Managing Transitions in the '80s: Institutional and Professional," will be held at the Claremont Hotel in Berkeley, California. Free limousine service is available from the Oakland Airport to the hotel, while from San Francisco International the fee is \$9.00. We will be coordinating pick-up times and will send you a schedule along with your hotel reservation materials after you register for the conference.

The conference registration fee is \$75 (\$85 for non-members). For \$118 you will receive Thursday and Friday night lodging, Thursday dinner, Friday breakfast and lunch, and Saturday breakfast, lunch and dinner. A few rooms are available for single occupancy at a package price of \$156. If you desire to stay over Saturday night to enjoy the San Francisco Bay Area on Sunday, lodging is \$27.00 for a double and \$46.00 for a single. The Claremont Hotel is renowned for its sumptuous dining and handsome setting, as well as tennis courts, olympic-sized pool, sauna, etc.

We hope that you will begin now to make your arrangements to attend. It's going to be a terrific conference, and we look forward to seeing you there.

CONFERENCE REGISTRATION FORM
(please print)

Name and Title _____

Office Address _____

Telephone: area code _____, number _____, extension _____

Please check applicable statement:

_____ I will attend the conference and my check for the registration fee of \$75.00 for members or \$85.00 for non-members (payable to POD National Conference) is enclosed.

_____ I will attend and am paying now for both the conference registration and the 1980-81 POD membership. \$105.00 is enclosed.

_____ I expect to attend the conference and to have my check for registration (and 1980-81 membership?) to you as soon as possible.

PLEASE RETURN THIS FORM TO: Dr. D. Joseph Clark, Director
Biology Learning Resource Center AJ-15
University of Washington
Seattle, Washington 98195

CALIFORNIA STATE UNIVERSITY LONG BEACH

CENTER FOR FACULTY DEVELOPMENT
(213) 498-5287

August 22, 1980

Dear Colleague:

The Professional and Organizational Development (POD) Network in Higher Education is an association of people who share a commitment to improving higher education. Typically its members are engaged in faculty, administrative, instructional, or organizational development activities, as its name implies.

Each year POD holds an annual conference attended by approximately 250 faculty development leaders. One of the features of POD's Sixth Annual Conference to be held in October will be an information exchange. Throughout the conference a display area will be maintained where handouts and copies of materials related to professional and organizational development will be available to participants. This year we plan to emphasize and personalize these displays. We believe that many people would be particularly interested in seeing materials developed and used by other programs such as yours. Therefore, I would like to invite you to send a copy or copies of any materials which you would be willing to display at the conference. Please be sure to include information about the availability of copies, cost, and so on. A special aspect of this year's conference will be the designation of one hour when the display area will be featured; no competing sessions will be scheduled during this hour. This display area will be located in the room where participants are most likely to congregate for refreshments and informal interaction.

The following types of materials would be of interest:

- (1) Description of the kinds of services which you offer;
- (2) Copies of materials which you have written for workshops, seminars, or informational purposes;
- (3) Newsletters;
- (4) Descriptions of colloquia, workshops, or seminars which you have conducted;
- (5) Materials used for recruiting your clientele; and
- (6) Examples of grant projects undertaken by faculty.

While single "sample copies" will be welcome, feel free to send 100 or more copies of any resource materials you can share. (It will not be feasible to return materials to you.) Please send materials as soon as possible--and no later than October 16--to the conference site at the following address:

Claremont Resort Hotel
P.O. Box 23363
Oakland, California 94623
(Mark it: Hold for Arrival POD Conference, October 16-18, 1980.)

Thank you very much for your cooperation.

Sincerely,

David B. Whitcomb

David B. Whitcomb, Director
Center for Faculty Development

LONG BEACH CALIFORNIA 90840
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES



biology learning resource center

22 September 1980

Additional Conference Information

MEALS: URGENT - NEEDS IMMEDIATE RESPONSE

After a great deal of deliberation about a potential problem, the planning committee has made the following decisions;

1. You will have the option of paying for all of the meals (2 banquets, 2 dinner banquets, 2 luncheons, and 2 breakfasts) for a cost of \$60.00 but you cannot buy tickets for individual meals.
2. You must inform us no later than October 13 in writing by sending a check or signing a note that you will pay at the time of registration. We cannot accept confirmations by telephone. Our place settings will be determined by the number of confirmations we have 72 hours in advance of the conference. This is required by the hotel. If your confirmation arrives later than that, we cannot guarantee you a place with the group for meals.
3. If you choose not to buy the meal tickets, you will be assessed a \$10.00 fee to offset the costs incurred for coffee breaks, set-ups for the social hours, etc.
4. If you choose not to buy the meal tickets, you will be able to hear the three principal speakers who are speaking at meals but you will not be able to enter the dining area until everyone with meal tickets has been served. Entry will be allowed just before the principal speaker starts to talk.

We hope that everyone will decide to purchase a meal package. The potential problem arises because we are located in a metropolitan area and many of the participants will be commuting. Previous conferences were held in more remote areas where the option to take meals as a group was a moot point. Everyone was assessed for meals because there was no other option. In order to encourage the attendance of people from the San Francisco area we feel it is appropriate to provide this option. At the same time, POD has a commitment to the strong sense of community and we feel that eating together supports that organizational goal. We therefore encourage everyone to join us for the group meals. Send us your confirmation back immediately. We need your strong support and cooperation in this matter. It is about the only area we can imagine where there might be difficulties in an otherwise well-organized and smoothly running conference.

This option is not intended for people who are staying at the hotel and think they will be able to eat at the hotel restaurant. The Claremont's restaurant is too small to accommodate the large numbers of people registered for our conference. Furthermore, there are virtually no restaurants in the area other than the Claremont restaurant. For that reason we are obliged to eat as a group. The option is intended for only those people who are commuting to the conference.

ROOMS AND RESERVATIONS:

In our earlier communications we advised that a block of rooms was being held at the Claremont until September 15 for conference participants. The hotel is no longer holding those rooms for us but they have agreed to honor the rate quoted to us as long as there are still a number of rooms available. At some time, the rate will change to the more expensive 1980 rates. You are advised to make reservations as soon as possible if you have not done so by now. The Claremont is accepting reservations by telephone. If there is any confusion about that, ask to talk with Ms. Terri Diks.

Late registrants may not find accommodations in the Claremont Hotel but the hotel staff will assist you in finding accommodations at other hotels in the area. The Durant Hotel is the closest but is not as luxurious as some of the other hotels which might be recommended by the Claremont staff. You might ask them about it if you are interested in cutting the distance from the conference and in saving some money.

TRANSPORTATION:

The Claremont provides limousine service from the Oakland Airport to the hotel, leaving the airport every hour on the hour if there is a request for transportation. They will not send the limousine unless requested. It holds only 12 people and it is likely that there will be times when more of you will be there waiting for transportation. I suggest that you make connections and share a cab. To facilitate getting together, let us agree to meet outside of the door closest to the Avis Rent-a-Car desk, which is where the Claremont limousine will be directed to stop. You may ask a few of the wrong people before linking with POD conferees but this should increase the odds of creating a critical mass.

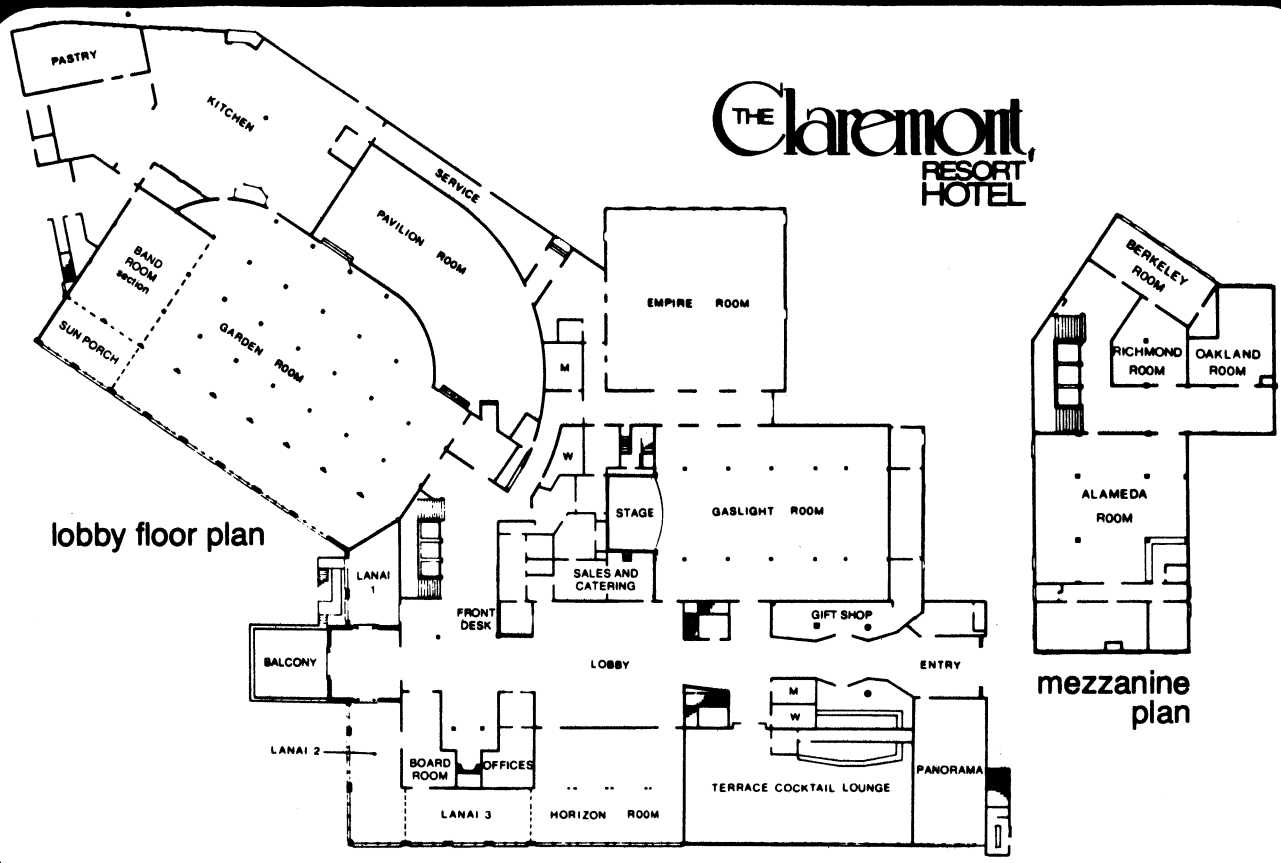
If you arrive in San Francisco, you can use the airport connection service to the Claremont Hotel. It takes about 35 minutes and leaves the San Francisco Airport about every 1½ hours beginning at 7:30 a.m. The last one leaves at about 10:25 p.m. Minicoaches depart outside the baggage claim area of your airline at the traffic island. Look for a concrete pillar with a blue stripe around it. Stop is next to pillar at Courtesy Vehicle sign.

If you have any questions, you might call the Claremont Hotel (415/843-3000) and ask them for instructions on transportation to the hotel.

THE Claremont RESORT HOTEL

lobby floor plan

mezzanine plan



Meeting Facilities

	Dimensions	Square Feet	Banquet Style with Dance Floor		Banquet Style No Dance Floor		Classroom	Conference	Theatre Style
			Rect.	Round	Rect.	Round			
ALAMEDA ROOM	43' x 45'	1935	75	60	90	75	80	50	100
ALAMEDA ANNEX	20' x 15'	300	—	—	—	—	20	20	30
HAYWARD ROOM	18' x 15'	270	—	—	—	—	15	20	20
BERKELEY ROOM	16' x 38'	608	—	—	40	40	30	35	75
BOARD ROOM	14' x 36'	504	—	—	—	—	—	20	—
EMPIRE ROOM	64' x 65'	4160	300	250	350	300	200	50*	400
GASLITE ROOM	60' x 86'	5160	300	200	400	250	250	50*	500
HORIZON ROOM	42' x 51'	2142	150	100	175	150	75	35	200
LANAI I	18' x 36'	468	—	—	36	30	30	30	40
LANAI II	17' x 51'	867	40	40	80	60	50	50	120
LANAI III	17' x 47'	799	—	—	80	60	50	50	100
OAKLAND ROOM	18' x 32'	718	—	—	48	30	30	30	45
PANORAMA ROOM	27' x 37'	962	—	—	60	50	40	30	90
RICHMOND ROOM	20' x 18'	360	—	—	20	20	12	20	30
STUDIO I	9' x 43'	387	—	—	—	—	—	12	15
SUN PORCH	18' x 55'	990	—	—	80	60	40	40	100

* OPEN SQUARE