# Third International Symposium for Linear Colliders

October 19-29, 2008 Oak Brook Hills Resort •Oak Brook, Illinois, U.S.A.

### **General Information**

Oak Brook, Illinois, is located approximately 15 miles (24 kilometers) west of Chicago, in a typical suburban area. The weather during October can be mild during the day but chilly in the evening. Daytime temperatures average in the 60's to 70's (16°-21° Celsius) and 40's (4°Celsius) at night. Rain is also a possibility at this time of year.

# **Bring with You!**

Please be sure to bring with you appropriate power plug converters for your small appliances and computer power cords for your laptop. A hair dryer, coffee maker, iron and ironing board are available in each hotel room.

We also suggest that you bring a light coat for evening wear outside and a sweater to wear in the Auditorium during lecture sessions. Although the temperature outside may be quite pleasant, very often the lecture hall can be as low as 68° Fahrenheit (20° Celsius) and uncomfortable while sitting for long periods of time.

We recommend that you use a cell phone or a prepaid telephone card when making all phone calls. Your hotel room does have a telephone in it, but charges for its use are very high. We will have some prepaid telephone cards available for purchase at the Secretariat.

We urge you to convert your Euros into U.S. dollars before leaving your home country. You can convert currency at O'Hare Airport, but the charge for this service is quite high.

All meeting rooms and hotel rooms have wireless internet access. There are also hard wire internet connections in each hotel room, but the cost for this service is \$12.95 per day. You will be provided with further information on using the wireless internet at the Hotel when you arrive.

# **Transportation from the Airport**

Because people are arriving at all times of the day and night, we are <u>NOT</u> making any arrangements for shuttle bus service from the Chicago airports. We are, however, making limousine reservations for you based on your flight arrival times. We will be using West Suburban Travelers Limousine, Inc. for this transportation. This will probably be a shared limousine reservation that will cost somewhere around \$34 U.S. unless you are arriving after midnight when prices do go up.

Upon arrival at the airport, you should pick up your luggage, and then call West Suburban Limousine for pickup (toll free call from any phone) at 1-800-942-5466. Be sure to have a piece of paper and pen with you so you can write down the pickup information. They will give you the license number of the limousine, the location from which you will be picked up (the letter of the exit door), and the approximate wait time. You should then go outside across the first lane of traffic and wait at the specified area for pickup. DO NOT take any other limousine service. Be sure you match the license plate number on the vehicle to the license plate number given to you by West Suburban Limousine.

Your limousine fee will be charged directly to the Symposium. You will be required to print your name and sign a West Suburban Limousine Charge Slip before departing the limousine at the Resort. You should keep the pink copy of the Charge Slip and turn that slip into the Secretariat when you register for the Symposium. It is customary (and allowable) to add a maximum of 15% to the bill as a gratuity.

There are two "Oak Brook Marriott" hotels in Oak Brook. Be sure your driver takes you to the Oak Brook Hills Marriott Resort on Midwest Road.

### **Session Locations**

All of your lectures will be held in the Amphitheater of the Hotel which is located on the Lower Level of the Hotel. This amphitheater is equipped with wireless internet capability and ample power connections.

Your evening Study Sessions will be held in the Canterbury Room on the Lobby Level of the Hotel beginning each evening at 7:00 p.m.

### Secretariat

The Secretariat will be located in the Hampshire Room located near the Amphitheater on the Lower Level. This office will be open during regular business hours, normally 8:30 a.m. to 5:00 p.m.

# **Message Center**

Messages for participants may be left for the Secretariat in the Hampshire Room with the Hotel operator at 630-850-5555 or you may send e-mail to Cynthia Sazama at Sazama@fnal.gov. If you need to speak to someone immediately, please call Cynthia Sazama on her cell phone at 630-254-7810.

# **Symposium Registration**

Students and lecturers may register for the Symposium on Sunday evening, from 5:00 p.m. to 7:00 p.m. in the entry way immediately to the left of the Resort front door. Registration will also be available on Monday morning, October 20, 2008, in the Secretariat (Hampshire Room) beginning at 8:00 a.m. All students and lecturers who plan to have dinner in the Windows Restaurant on Sunday evening must register for the Symposium before going to dinner. Your symposium name badge is your access ticket to all meals at the Windows Restaurant.

# Meals

All meals, beginning with dinner on Sunday evening, October 19, will be held in the Windows Restaurant except for lunch on Friday, October 24, when lunch will be had at the Wilson Hall Cafeteria while touring Fermilab. Lunch tickets will be provided for your lunch at Fermilab Buffet service for breakfast, lunch, and dinner at the Windows Restaurant will be available as follows:

Breakfast 7:30 a.m. – 9:00 a.m. Lunch 12:30 p.m. – 2:00 p.m. Dinner 5:30 p.m. – 7:00 p.m.

All meals are served buffet style with a large variety of foods being offered and all Vegans should have no trouble in finding adequate vegetarian items. If you have strict dietary restrictions, please let someone in the Secretariat know of these restrictions, so arrangements can be made for a special menu.

Your name badge must be worn at all times. It is your access ticket to all meals at the Windows Restaurant.

# **Tours**

On Friday, October 24, students will have the opportunity to take part in hands-on training in the Fermilab Main Control Room as well as various facilities on the Fermilab Site including the Linac Gallery, Wilson Hall 15<sup>th</sup> Floor, CDF, D0, Meson Laboratory, and the New Muon Laboratory. Further details about these tours will be provided during the Symposium.

# **Chicago Visit**

On Saturday, October 25, students will have a free afternoon to visit Chicago. Transportation to Chicago will be provided early in the afternoon, and return transportation will be provided sometime in the late afternoon in order to return in time for dinner and the evening Tutorial and Homework session.

# **Awards Dinner**

On Thursday evening, October 28, an awards dinner will be held in the Windows Restaurant. Students having shown outstanding performance based on the results of the final exam will be honored at this even.