

# Oregon State University Housing & Dining Services

## Residential Conferences Timeline and Deadlines

Deadlines are in **bold**. Groups are responsible for providing Residential Conferences with the requested information.

Complete reservation form: **Between November and February, ideally 4+ months prior to arrival.**

Whenever possible, we will work with groups requesting accommodations less than four months in advance.

Follow-up meeting with Residential Conferences: Usually 2-4 weeks after reservation submittal, beginning in late-November.

In this meeting, we will gather additional information and specifics about a group's housing and dining needs and reservation processes, answer questions, and review the agreement and deadlines.

Agreement sent to Conference Coordinator (External Groups): Within 2-4 weeks after the follow-up meeting.

This Agreement is a legally binding document between the group and Residential Conferences. Outlined in the Agreement are estimated fees, the cancellation policy, and other terms and conditions. The Agreement will be sent electronically via email to the email address provided by the group.

Signed Agreement (External Groups): **Within 60 days of being sent by UHDS.**

The signed agreement can be returned via mail or email ([uhdsresconf@oregonstate.edu](mailto:uhdsresconf@oregonstate.edu)). Email is preferred.

Final meals and mealtimes due: **March 15, 2024.**

Due to staffing requirements and scheduling, we need to finalize which meals you will need (and the times for those meals) by March 15. If you need to modify meals (adding or cancelling) or mealtimes after March 15, please contact us ASAP, and we will work to accommodate your needs. Meal counts maybe adjusted within the Estimated Number and Guarantee Number timelines.

Estimated number, additional services, and proof of insurance due: **At least 30 days prior to group's earliest arrival.**

We will email you to finalize your estimated number, meals and mealtimes, arrival and departure information, as well as any UHDS space needs you may have.

**Estimated Number** is the number of persons the group predicts will receive services, housing, and/or meals throughout the duration of a group's stay.

General liability insurance must be obtained by all groups that are not officially affiliated with OSU. A certificate of insurance or a copy of the insurance policy must be filed with OSU, at least 30 days prior to arrival.

Room block roster provided to group: We will email your room roster at least 30 days days prior to arrival.

Guaranteed Number, schedule, and roster due: **At least 10 days prior to group's earliest arrival.**

Guaranteed Number is the number of meals and accommodations UHDS will prepare for the conference and the minimum number for which the group will be billed. The Guaranteed Number must be no less than 90% of the Estimated Number. This number must be provided to Residential Conferences in writing over email.

A schedule of a group's general activities and meals must be provided to Residential Conferences.

Rosters with room assignments must be submitted. Please include contact information for all chaperones and/or staff.

Final bill sent: Sent via email within 30 days of departure.

Outstanding balance due to Residential Conferences: **Within 30 days of invoice date. You can pay via check or via credit card online.**