

## Follow-up Meeting Topics

During our follow-up meeting, we will discuss the following topics. You may find it helpful to bring your anticipated schedule, participant registration information, and planning documents.

### **Verify basic reservation information**

- Contact information
- Estimated numbers
- Arrival and departure dates and times
- [Insurance information](#) (located on the bottom of the page)

### **Gather more information about**

- Confirm housing needs (number of rooms, hall, linen, accessibility, separation by gender, internet access, etc.)
- Discuss arrival and departure set-up options and timeframe
- Discuss staff space needs (rooms, storage, camp stores, etc.)
- Discuss chaperone expectations and ratios
- Youth Participant access desired
  - Traditional: No exterior building access
  - Limited Access: Youth participants have limited exterior building access from 7:00am – 7:00pm daily
- Confirm meals needed (numbers, dates, times, meal cards, dietary needs, commuters, catering, etc.)
- If parking is needed, we will discuss options, as well as loading and unloading
  - If you need other UHDS spaces or services, we will be solidifying those and confirm set-up needs, costs, etc.

### **Communicable Disease Planning**

- The most recent OHA guidelines for Youth Sector Overnight Activities will be encouraged
- Recommend creation of a Communicable Disease Management Plan - [Management Plan Template](#)

### **Review policies and deadlines**

- Important Youth Safety and Compliance links for groups with minors:
  - [OSU Protection of Minors](#) policy,
  - [OSU Standards of Behavior for Employees and Volunteers when working with Youth on Campus](#)
  - [Criminal History Check](#) requirement
  - [Youth Supervision Guidelines](#)
  - [Youth Incident Reporting and Escalation Guidance](#)
  - Submission to [OSU Youth Program Registry](#) (External to OSU groups, this registration will be done on your behalf)
- Review deadlines for providing UHDS meal information and meal schedule
- Review information about the guarantee policy and deadlines
- Confirm billing information and review discounts and [cancellation policy](#) (located towards bottom of the webpage)
- Please refer to the OSU UHDS [Residential Conferences and Timeline](#) and Deadlines Document