

Good Morning ARML Coaches,

Welcome back to many of you and a big Hello to any new coaches coming to Iowa City this year. My name is Katie Johnson, and I'm a conference coordinator at The University of Iowa Center for Conferences, in charge of this year's ARML. The previous coordinator, Jo Dickens, retired this year, so this is my first year with all of you at ARML. I'm looking forward to your arrival on the UI campus for the upcoming ARML competition scheduled for June 2-3. Below please find some useful information regarding your visit to [Iowa City](#). If you have any questions, please do not hesitate to contact me.

Wi-Fi Access

Complimentary Wi-Fi is available on campus. Simply log on to [attwifi](#). No password is required.

Registration/Housing

*Team registration and housing assignments MUST be completed by **11:59 PM tomorrow, Tuesday, May 9th**!*

After May 9th, changes to room numbers and types will not be permitted. However, substitutions of participants may be made up to the day of the event, including onsite substitutions upon arrival. Your school will be billed for the cost of one night for each unused bed that you reserved.

Saturday Lunch

Lunch counts for Saturday will be based on the team registration numbers submitted into the system by May 9th. If you have people that don't show up for lunch, your team will be billed \$15 per unused lunch. If you'd like to change your lunch registration numbers to ensure that you aren't billed for any no-show lunches, please let me know by Wednesday, May 24th. Lunch numbers cannot be changed after this date.

Campus Arrival

A campus map can be found at <http://maps.uiowa.edu/>. Zooming in and clicking on the buildings will allow you to locate Phillips, Van Allen, and Burge Halls, as well as the IMU.

Van & Car Parking

Vans and cars may use the North Parking Ramp located behind Burge Hall. The parking ramp entrance is located on Madison Street, or the IMU Parking Ramp across from the IMU. There is a charge for all ramp parking.

Bus Parking

If you will be transporting your team by bus and want to park on campus, please let me know so arrangements can be made. When you arrive at Burge, there is a load/unload area directly in front. 4 buses can fit in this area at a time.

Check In

1. ARML groups will check in as a team at the 24 hour desk in **Burge Hall Dormitory**. Coaches will come to the desk to begin the check-in process.
2. At the desk, the coach will be asked to verify roommate assignments and make any name changes. Names should be changed by lightly crossing out name and placing new name on the card, leaving the original name legible.
3. Once the desk has verified the roommate assignments, the desk clerk will update any changes. The coach will be given the check-in cards to be distributed to the students who will then come to the desk in an orderly fashion to check-out their room key.

Filling out the Check-In Cards

1. ARML is housed in Burge Hall.
2. Have students fill out the address section of the check-in card and sign it.
3. Once the card is completed each student should go to the desk with the card to check-out their room key.
4. When these steps are complete, students are ready to go to their rooms.

General Notes

1. Each participant receives a room key. Only coaches receive both a room key and entrance key (proximity card).
2. Your room key will fit both the bathroom and the shower room.
3. The front door of Burge will be locked at midnight and unlocked at 6:00 am.
4. Telephones are not available in dorm rooms. In the case of an emergency, the Burge front desk will take messages and contact coaches. Wake-up service calls are not available.
5. The lofted beds in the rooms should not be altered, under any circumstances.
6. Bed linens and towels will be provided.

If you have any problems or concerns, please do not hesitate to contact the Burge Information Desk [\(319\) 335-3091](tel:3193353091).

Please print one copy of the UI Residence Hall Policies and Procedures, which you can find attached to this email, or on the ARML website. Coaches are asked to review these policies with their students- please feel free to photocopy as needed. Emergency phone numbers and other important information are located in this document. These policies are located online at <http://housing.uiowa.edu/conferences-camps>

Saturday Breakfast Service at Burge

Breakfast will be served in the Burge Dining Hall from **7:00 – 8:00 AM** on Saturday morning. No service available before or after that time.

Friday Night Estimathon

Hosted by Andy Niedermaier will be held in the Illinois Room, 3rd floor in the IMU, from 7 – 9 PM.

Friday Night Social for students

The Friday night social will be held in the Carnival Room, 1st floor, Burge Hall from 7 – 10:30 PM. Sodas, chips, and cookies will be served.

Friday Night Coaches Meeting:

Friday night Coaches Meeting will be held in the Lucas-Dodge Room, 2nd floor in the IMU from 8 – 10pm.

Friday/Saturday Practice Sessions

Rooms in buildings near both Burge Hall and the IMU, **Phillips Hall and Van Allen Hall**, have been reserved for practice sessions on Friday and Saturday. If you have not already done so, please contact me to reserve a room now for your team at Katelyn-johnson@uiowa.edu or [319-384-3287](tel:319-384-3287).

Check Out

Express Check Out---We will provide you with express check out envelopes at the Coaches Meeting Friday night. Please have students fill out the envelopes and take them TO THE COACHES for check-off before turning them into the Burge Information Desk on their check-out day. The desk will complete the rest. (There is one envelope per key.)

It is the responsibility of the coaches to make sure all keys are returned from your team. **Teams will be held financially responsible for all lost OR unreturned keys.** We strongly suggest that coaches check to see how many keys were lost or not returned by their students before leaving the hall. (Coaches can do this by checking the Express Check Out envelopes before taking the envelopes to the Burge desk.) This way, coaches will not be surprised when their team is charged **\$25** for every lost or unreturned key after the ARML weekend. **YOU WILL BE BILLED FOR ANY KEYS NOT RETURNED BY YOUR GROUP.**

If you have questions or if I can be of further service, please contact me. See you soon!

Best,

Katie Johnson

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