



SC Summer 2008 Workshop Organization Proposal

University of Houston-Downtown

We, the Department of Computer and Mathematical Sciences (CMS Dept.), the University of Houston-Downtown (UHD), propose to accommodate SC08 Workshop at UHD from **May 18 (Sunday) to May 24 (Saturday), 2008**. The itemized budget follows:

- Dormitory or other lodging for Sunday evening through Saturday morning for all non-local participants and instructors:

Courtyard® by Marriott® Houston Downtown/Convention Center
 916 Dallas Street, Houston, Texas 77002 USA
 Phone: 1-832-366-1600, Fax: 1-832-366-1601

- Transportation to/from the airport:
 The Attendees can use either the Bush Intercontinental Airport (airport code IAH) or Houston/William P Hobby Airport (airport code: HOU). The cheapest way to transport between the airports and the hotel is by taking Express Super Shuttle. The fares are:

Airport	One way	Round trip
Bush Intercontinental Airport (IAH)	\$23	\$42
Houston/William P Hobby Airport (HOU)	\$18	\$32

- Courtyard® by Marriott® Houston Downtown/Convention Center provides King Rooms with either a king sized bed or two double sized beds. The discounted rate for a group of 20 is \$129 per night for every weekday.
- This rate applies to persons who come earlier or stay late.
- There are no private rooms for spouse.
- There are no special rooms/rates for children under 18. Children can room with parents.
- Amenities supplied by the hotel include: air conditioning, irons, iron board, hair dryer, central laundry facilities, bath soap, toilet paper, bed sheets, towels, pillows, telephones, complimentary wireless Internet access, alarm clock.

- Distance between the Courtyard® by Marriott® and the UHD is about 15 minutes walk. The most convenient transportation is by train (MetroRail). The fare is flat \$1 one way and \$2 day pass (valid 24 hours), which can be purchased at any METRO Ticket Vending Machine (TVM). More information can be found at <http://www.ridemetro.org/TransportationServices/MetroRail.asp>.
 - Participants can use W.I. Dykes Library in UHD Main Building.
 - There are various recreational places in downtown Houston. For example, baseball games are often held at the Minute Maid Park, which is walking distance from UHD.
- Parking for all participants and instructors:
Parking at the Courtyard® by Marriott® is \$22 per day Sunday through Thursday and \$17 per day Friday and Saturday, with unlimited access.
 - Meals for Sunday dinner through Saturday breakfast, excluding Wednesday dinner, for all participants and instructors. One meal (preferably Friday evening dinner) should be a more formal, banquet-style meal:
Lunches and dinners will be provided by UHD Food Court.
 - Dining will be served at the Coffee House in the third floor of UHD Academic Building. Vegetarian options are available.
 - The Friday evening banquet will be served at A-300 in the third floor of UHD Academic Building.
 - The total amount for meals is about \$7500.
 - Light refreshments for morning breaks on Monday through Saturday, and for afternoon breaks on Monday, Tuesday, Thursday and Friday
Light refreshments (snacks and beverages), provided by UHD Food Court, will be served during the morning and afternoon breaks.
 - Access to the local facilities (two classrooms for parallel sessions and a computer lab, each accommodating at least 20 people) along with access to technical support for the computers:
 - Classroom: Two classrooms, S611 and N702, in the UHD Main Building, will be used to run parallel sessions. More details follow:
 - S611 has 20 computers and N702 21.
 - Each classroom has an overhead projector.
 - Each classroom has a computer projection unit.
 - Computers in each classroom are connected to the Internet.
 - There is sufficient power for participants to bring laptops.
 - There is no limit on the times the classrooms will be available.
 - Computer Lab: S640, in the UHD Main Building, will be used as the computer lab.
 - S640 has 32 computers.
 - All 32 computers are Dell desktops, running Windows XP operating system.
 - There is an overhead projector in the lab.

- There is a computer projection unit in the lab.
- All computers in the lab are connected to the Internet.
- There is a network printer in the lab.
- There is no charge for printing.
- Software installation can be performed with the assistance from our technical support staff. There is no special procedure to go through before installation.
- Technical support will be available in case problems arise.
- There is no limit on the times the computer lab will be available.
- Other:
 - The Scholar's Academy Lounge opposite to classroom N702 can be used for break refreshments.
 - S760 and S735 can be used for occasional breakout sessions.
 - Visitors can access UHD campus network.
 - Wireless networking is available throughout the UHD Main Building.
- Workshop Materials and Supplies:
 - Contact person to receive workshop materials on site: Robert Mena, Technical Support Staff of CMS Department.
 - Address for shipping:
 - Department of Computer and Mathematical Sciences
 - University of Houston-Downtown
 - 1 Main Street, Houston, Texas 77002
 - Either one of UPS, USPS, or FedEx is ok.
 - Photocopy is available at S742, free of charge, and at the University Bookstore (in the 3rd floor) with a charge.
 - Erasers, stapler, hole punch, scissors flip charts/pens will be provided at the classrooms and the computer lab.
 - All classrooms and the computer lab have a white board.
- Cost-Sharing:

UHD can provide free Internet access, free access to the library, and free photocopy.
- Information for Participants:

We will setup a website for the workshop where the following information is available:

 - Travel directions, maps
 - Directions for accessing the campus network
 - Directions for printing
 - Check-in and check-out information
 - Hours in dining facilities
 - List of local attractions and restaurants
 - General weather/climate information
- Stipends for local support persons, including the person who makes the arrangements, the person who loads the software, and the person who is available to handle local details during the workshop – this might be you and/or a student or staff member; please include social security numbers and home addresses for all such persons on your

proposal:

Name	Role	Stipend	SSN	Home Address
Erin Hodgess	Arrangements	\$1,500		2475 Underwood Street, #279, Houston, TX 77030
Robert Mena	Software installation and technical support	\$1,500		2013 Fry Road, #1907, Katy, TX 77449
Danil Safin	Handling local details	\$1,000		20031 Castlegreen Drive, Spring, TX 77388
Hooman Hemmati	Handling local details	\$1,000		8282 Cambridge Street, # 611, Houston, TX 77054