

Conference Coordination

If you need audio/visual equipment and support try:

- LRDC computing services -- [Website](#)

To find LRDC logos for PowerPoint presentations click [here](#).

For more information about posters:

- Visit the LRDC computing services information about printing [here](#).

Easels are generally borrowed from the Psychology Department.

If you need folders for your conference:

- Email the communications department, Liz Rangel (lrangel@pitt.edu), with sufficient notice. The folders we can provide can be seen here.

The nearest hotel is:

- Wyndham Pittsburgh University Center - [Website](#)
Located on the University of Pittsburgh campus
100 Lytton Avenue
Pittsburgh, PA 15213

For help making travel arrangements contact:

- Travel Agent - Patty Truchok at Peoples Travel
412-621-0799
patty79@yahoo.com

To use the University' catering:

- University of Pittsburgh Campus Catering - [Website](#)

For some possible venue locations try:

- William Pitt Union - [Website](#)
4200 Fifth Avenue

- Pittsburgh, PA 15213
412-648-7815 (Information Desk)
- The University Club - [Website](#)
123 University Place
Pittsburgh, PA 15260
412-648-8213
uclub@pitt.edu
 - Brioché Dorée French Café - [Website](#)
 - Fraternity Grille - [Website](#) and [Menu](#)
 - College Room Lounge - [Website](#)
 - Phipps Conservatory - [Website](#)
 - Alumni Hall - (412) 624-7100
 - Frick Fine Arts -- (412) 624-7640
 - For more venue options please visit the registrar's list [here](#).

For more information about reimbursements:
See the 2nd Floor of the LRDC

For additional information about University of Pittsburgh Facilities try:

- University of Pittsburgh Office of Facilities Management
Special Event Services - [Website](#)
- University of Pittsburgh Office of Special Events
1200 Bruce Hall
412-624-7100
The Office of Special Events manages all official, social and ceremonial functions sponsored by the University of Pittsburgh under the aegis of the Office of the Chancellor
For additional information, visit the Institutional Advancement Office - [Website](#)

For information about press releases we suggest contacting:

- University Times
Deadlines: <http://www.umc.pitt.edu/utimes/deadlines.html>

PEOPLE OF THE TIMES

The People of the Times column features recent news about faculty and staff, including awards and other honors, accomplishments and important academic appointments.

We **do not** publish items on journal articles or other publications, or on presentations or lectures, as these are too numerous across the

University. We also do not publish academic rank promotions or the granting of tenure announcements.

We welcome submissions from all areas of the University.

Submissions should include a subject's name, department/unit, academic or staff position title and a brief description of the award and awarding institution.

Please be sure to include the name and phone number (not for publication) of a contact person in case we need additional information.

Submit your information via email to: utimes@pitt.edu, by fax at 412/624-4579 or by campus mail to 308 Bellefield Hall.

CALENDAR

Information submitted for the Calendar of the Times should identify the type of event, such as lecture or concert, and the program's specific title, sponsor, location and time. The name and phone number of a contact person also should be included. Information should be sent to the University Times by email to: utcal@pitt.edu, by FAX to: 412/ 624-4579, or by campus mail to: 308 Bellefield Hall. We cannot guarantee publication of events received after the deadline.

For some ideas about activities to do around Pittsburgh:

- Cathedral of Learning's Nationality Rooms - [Website](#)
- Carnegie Museums of Pittsburgh - [Website](#)
 - Carnegie Museum of Art - [Website](#)
 - Carnegie Museum of Natural History - [Website](#)
 - Carnegie Science Center - [Website](#)
 - The Andy Warhol Museum - [Website](#)
- The Mattress Factory Art Museum - [Website](#)
- Heinz History Center - [Website](#)
- Frick Art and Historical Center - [Website](#)
- Phipps Conservatory - [Website](#)

To learn more about Pittsburgh, visit:

<http://www.pitt.edu/pittsburgh/>

<http://www.coolpgh.pitt.edu/>

