



We are looking forward to having you at the 2013 Rhetoric Society of America Fifth Biennial Summer Institute scheduled from June 3—9, 2013 in Lawrence, Kansas. This letter provides you with some important information about the Institute.

Check-in and Institute Hours

Check-in and institute materials will be available for pickup prior to either the Seminar or the Workshop. The registration table will be located on Level 4 of the Kansas Memorial Union.

Seminar participants

Seminar check-in will be on Monday, June 3, starting at 8:00 a.m. at the University of Kansas Memorial Union, Level 4. All seminar sessions will be held in the Kansas Union.

The seminar portion of the institute will run from Monday, June 3, until Friday, June 7, at 11:30 a.m. There will also be a Plenary Luncheon on Friday, June 7, at 11:30 a.m. in the Kansas Memorial Union Ballroom, Level 5.

Workshop participants

Workshop check-in will be on Friday, June 7, starting at 10:00 a.m. at the University of Kansas Memorial Union, Level 4. Workshops will be held at either the Kansas Union or the Oread Hotel.

The workshop portion of the Institute will run from Friday, June 7, at 1:00 p.m. until Sunday, June 9, at noon. There will be a Plenary Luncheon included on Friday, June 7, at 11:30 a.m. in the Kansas Memorial Union Ballroom, Level 5.

Participants attending both seminar and workshop

There is no need to check in a second time if you are attending both a seminar and a workshop.

Breakout Sessions

You should have already been advised what seminar and/or workshop session you will be attending. A program will be handed out during registration which will give the locations and times of all the breakout sessions. If you are uncertain as to which breakout session you should attend, please contact the institute director, Dave Tell, at 785-864-0450 or email davetell@ku.edu.

Important Parking Information

Campus Parking

The University of Kansas Parking & Transit Office has a gated parking system at the Mississippi Street Parking Garage near the Kansas Union. Information about the parking system can be found at <http://parking.ku.edu/>. The Mississippi Street Parking Garage is connected to the Kansas Union. When entering the garage you will be issued a time-stamped ticket which you will need when you exit the garage. The cost is approximately \$1.50 per hour. Alternatively, you can purchase a visitor's parking pass for \$10 per day from the Parking & Transit office, located on level three in the Allen Fieldhouse Parking Garage.

Summer school will be in session, so you should not park in Yellow, Red, Blue or Gold Lots, unless it is after 5:00pm. Also, avoid parking in the Oread Hotel's parking areas or in apartment complex lots. Make

sure you look for any parking signage before parking, to avoid ticketing or towing. Parking on the streets is a possible option.

Hotel Parking

Overnight parking at the Oread is \$12 per car per night for registered hotel guests. Valet parking is complimentary for 2 hours, and \$5 after, with a food & beverage purchase.

Valet parking at the Eldridge is \$10 per night per car for registered hotel guests.

The Springhill Suites offers free parking for registered hotel guests.

Provided Transportation

RSA will provide a complimentary shuttle service between the institute hotels and the institute.

Location

A campus map can be viewed at http://maps.dept.ku.edu/assets/pdf/campus_map-color.pdf. The location for the institute is found at approximately H3.

Cancellation and Refund Policy

A full refund of registration fees, less a \$15 administrative fee, will be available if requested in writing and received by May 20, 2013. After May 20, 2013, a \$50 administrative fee will be assessed on all refunds until May 28, 2013. After that date, no refunds will be made. A \$30 fee will also be charged for returned checks. **(Please note that if you fail to cancel by the deadline and do not attend, you are still responsible for payment.)** KU Continuing Education reserves the right to cancel the conference and return all the fees in the event of insufficient registration. The liability of the University of Kansas is limited to the registration fee. The University of Kansas will not be responsible for any losses incurred by registrants, including but not limited to airline cancellation charges or hotel deposits.

We look forward to seeing you at the institute. Please continue to check for updates on scheduling on the Rhetoric Society of America's website: <http://rhetoricsociety.org/aws/RSA/pt/sp/institutes>.

If you have questions in regard to the **program**, please contact Dave Tell, institute director, at 785-864-0450 or at davetell@ku.edu. If you have questions regarding **registration**, please contact a registration specialist at 785-864-5823, toll-free at 877-404-5823 or via email at kuce@ku.edu.

Sincerely,

The Rhetoric Society of America Fifth Biennial Summer Institute Planning Committee