



14th Annual Summer Institute and College Tours July 17-19, 2017

THINGS YOU NEED TO KNOW

Dear Friends and Colleagues,

This is what you have been waiting for—final information about PCACAC’s [14th Annual Summer Institute!](#) **Please read this document in its entirety.** We also suggest that you print a copy and bring it with you.

Visit www.pcacac.org/summer-institute to access the Program Schedule, presentations, handouts, mobile application, and surveys. **Where applicable, hard copies will be provided in your registration packet or at each session.**

PARKING & TRANSPORTATION

Directions to Roanoke College can be found at https://www.roanoke.edu/about/visit/maps_and_directions. Set your GPS to **Marion Hall at 118 North Market Street, Salem, VA** and we’ll see you there!

Parking is free and does not require a permit. **Please park in either of the parking lots on the Market Street side of Marion Hall (our dorm) and enter Marion Hall from the Market Street side.** Registration is on the 1st Floor – just grab your suitcase and follow the signs!

REGISTRATION & LODGING

Registration and room check-in will be on the **1st floor of Marion Hall** (indoors). Sleeping rooms are **on Floors 2-4**. Most attendees will have a single room joined by a shared bathroom. Each room has a dresser, closet and twin-sized bed. Participants will be responsible for room keys while on campus. *Marion Hall automatically locks at midnight. Please refer to the Emergency Contact section below if you get locked out.*

- ❖ **Sunday, July 16 from 5:00–8:00 pm:** Registration and room check-in for early arrivals.
- ❖ **Monday, July 17 from 9:00–10:30 am:** Registration and room check-in on the 1st floor of Marion Hall. Beverages and a light breakfast will be provided. *Note: General Session 1 begins at 11:00 am in the Colket Center, Wortmann Ballroom.*
- ❖ **Tuesday, July 18 at 3:30 pm:** Room check-out for those not staying for the college tours or for those leaving immediately following the Tuesday tour.

The Tuesday tour of Hollins University leaves at 4:30 from the Market Street parking lot near Marion Hall (look for the Hollins shuttle). **Dinner is hosted by Hollins after the tour. *If departing after the tour, participants should check out at 3:30 and take their luggage to their car before boarding the shuttle.***

- ❖ **Wednesday, July 19 at 7:00 am:** Room check-out.
Tour participants should take their luggage to their car before boarding the bus at 7:30 am near the parking lot across from Marion Hall; the bus departs at 7:45 am.

LINENS: ***Please bring your own pillow, hangers, toiletries, hair dryer, iron, and any other personal items that you might need.*** Included in the linen package are sheets (for a twin bed), bath towel, face towel, wash cloth, bath mat, blanket, and pillow case.

INTERNET: Wi-Fi is available in lodging and session rooms. Login information will be provided at registration.

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DINING

WHAT'S INCLUDED? All meals are provided during the Summer Institute. Please refer to the [Program Schedule](#) for meal times and locations.

If you provided information about special dietary needs and/or access on your registration form, we have communicated that to Roanoke College's team. If you need assistance while on-site, please reach out to anyone on the Summer Institute Committee.

Dinner is on your own Sunday night (for non-faculty early arrivals). Tuesday night's dinner is graciously hosted by Hollins University for those attending the tour.

DRESS CODE

Dress code is "dressy casual." Nice shorts and jeans are appropriate, as well as polo shirts, khakis, casual blouses and summer dresses. Be sure to wear comfortable shoes for the walking campus tour on Monday. We recommend you dress in something other than shorts or jeans for dinner on Monday night.

EMERGENCY CONTACT

Should an emergency arise, please contact PCACAC Executive Assistant, Rhonda Douthit, at 434-989-7557. There will also be a Roanoke student on call 24/7 at 540-375-5288.

CONTINUING EDUCATION UNITS (CEUs)

CEUs are available for the Summer Institute. Two copies of the CEU form will be provided in your registration packet. Please complete both and return a signed copy to anyone on the Summer Institute Committee while on-site. Or, you may email a signed copy to PCACAC Executive Assistant, Rhonda Douthit, info@pcacac.org.

QUESTIONS? WE'RE HAPPY TO HELP...

PCACAC Summer Institute Committee:

Professional Development Chair: Rebekah LaPlante, Virginia Tech (VA), rebekahl@vt.edu

SI Chair: Alice Robertson, Chantilly High School (VA), alrobertson@fcps.edu

SI Chair: Kate Perry, William and Mary (VA), kate@wm.edu

College Tours: Chris Boehm, Archmere Academy (DE), cboehm@archmereacademy.com

Registration: Rhonda Douthit, Executive Assistant, info@pcacac.org, 434-989-7557

SAFE TRAVELS AND SEE YOU ALL AT ROANOKE COLLEGE!