



CONFERENCE AND EVENTS PLANNING

# Summer Conference Handbook 2019

REED COLLEGE



## Welcome to Reed College

We are pleased you have chosen Reed College for your summer program. Founded in 1908, Reed is known for its high standards of scholarly practice, creative thinking, and engaged citizenship. The Reed campus encompasses 116 acres of rolling lawns and winding paths, a century of distinct periods of architectural design, over 2,000 trees representing more than 125 species, and a 28-acre watershed that is home to a growing population of native wildlife and plants. While you are staying with us, please take full advantage of all that Reed has to offer. I hope your time is productive and memorable.

Sincerely,

A handwritten signature in black ink, reading "Hugh Porter". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Hugh Porter  
Acting President, Reed College

# Conferencing at Reed

## REED SUMMER STAFF

Reed summer conference assistants are available daily from 8 a.m. to 10 p.m. to answer questions and help you get situated in the dorms. You can reach guest services by emailing [reedconferencehost@gmail.com](mailto:reedconferencehost@gmail.com) or calling [503/343-4779](tel:503/343-4779). You may also contact the conference & events planning office during regular business hours, Monday through Thursday from 8:30 a.m. to 5 p.m., and Friday from 8:30 a.m. to noon at [503/777-7522](tel:503/777-7522) or campus extension [7522](tel:7522).

## GUEST SERVICES CENTER

Visit our Guest Services Center in Greenwood, open daily from 9 a.m. to 4 p.m., to speak with a conference assistant, get basic assistance with linens or other room items, or to make brief use of a computer or printer. For printing needs that exceed five pages, visit Reed's Printing Services in Eliot Hall during regular business hours. Guest Services can be reached at [503/893-2370](tel:503/893-2370).

## CHECKOUT PROCEDURE

Checkout time for all conferences is 11 a.m. on the final day of the conference. Lock all doors and windows when vacating, and leave your key with your conference director or in the key return box in

your dorm lounge. Please do not leave your key in your dorm room, as it may result in a \$75 lost key fee.

## DORM ROOM EQUIPMENT

Dorms are equipped with kitchens and social rooms. Each dorm room has a bed, desk, chair, dresser, shelving, and a closet. **Most dorms are not air-conditioned.** We suggest bringing hangers, a clock, a desk lamp, and a fan—as weather dictates. Linen service includes a pillow and case, sheet set, a blanket, towels, and washcloth.

## KEYS, ACCESS CARDS

### & MEAL CARDS

At registration you will receive a swipe card that serves as your ID card on campus, your dorm access, and your meal card. You will also receive a key to your specific dorm room. At the end of your stay, you will need to return only the room key (swipe cards need not be returned). If you lose your card during your stay and need a replacement, contact your conference organizer. Replacement keys are \$75 each.

## LAUNDRY FACILITIES

Every dorm has laundry facilities available for use free of charge.

## PARDON OUR DUST

2019 Summer Construction Projects at Reed

This summer, Reed College is in the midst of a number of construction projects, including major renovations to several dorms, bathrooms, and classrooms. We appreciate your patience as we make these important enhancements to the campus.

### **PARKING & DRIVING**

Driving on campus is prohibited except for loading and unloading. Parking is free in all campus lots. Please refrain from parking on neighboring streets. Reed is not liable for theft or damage to vehicles; **we encourage guests to remove all valuables from their cars and to lock unattended vehicles.** Please park only in parking spots; vehicles improperly parked may be towed.

## **Services & Amenities**

### **ATM LOCATION**

An ATM is available on the lower level of the Gray Campus Center, across from the bookstore.

### **BOOKSTORE**

The bookstore, located on the lower level of the Gray Campus Center (below commons), is open from 9 a.m. to 5 p.m. Monday through Friday, and additional hours as needed. Items for sale include books, printed clothing and gift items, health and beauty aids, office supplies, postcards and stamps, batteries, snacks, and beverages.

### **COMMONS CAFÉ**

Located in the Gray Campus Center, commons offers a wide variety of food and beverage options. Although the number of offerings vary with conference size and number, every meal period offers an entree, a made-to-order deli station (lunch only), soup and salad bar, and vegetarian and vegan options. Hours of operation vary and the daily schedule is posted at the entrance and provided to conference coordinators.

### **MAIL SERVICES**

Mail services is on the lower level of the Gray Campus Center (below commons) and is open from 9 a.m. to 4 p.m. Monday through Thursday, and from 9 a.m. to noon on Friday. USPS and FedEx shipping options are available. Incoming mail will not be delivered to dorms. Your dorm host will gladly notify your conference organizer when a package arrives for you.

If you are receiving mail at Reed, please use the following address:

YOUR NAME

NAME OF CONFERENCE

(include the word "conference")

Attn: CEP

Reed College

3203 SE Woodstock Blvd.

Portland OR 97202-8199

### **PRINT SHOP**

The print shop offers fee-for-service photocopy and fax services, color printing, laminating, and binding services. Located in room 132 on the first floor of Eliot Hall, the print shop is open from 9 a.m. to 5 p.m. Monday through Thursday, and from 9 a.m. to noon on Friday. **Times are subject to change;** please call [503/777-7591](tel:5037777591) for availability.

### **PUBLIC TRANSPORTATION**

Many public transportation options are available near campus. TriMet includes Portland's MAX light rail and bus lines. For route and schedule information, call [503/238-RIDE \(7433\)](tel:503238RIDE) or visit [trimet.org](http://trimet.org).

## TAXI & SHUTTLE SERVICES

Blue Star Airport Shuttle

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503/249-1837

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Broadway Cab Company

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503/333-3333

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New Rose City Cab Company

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503/282-7707

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Radio Cab Company

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503/227-1212

Uber and Lyft are also available in Portland.

## TELEPHONES & COMPUTERS

The college's main phone number is [503/771-1112](tel:503/771-1112). Reed's switchboard can be reached by dialing o (zero) from campus phones in the dorms and in most other buildings. A calling card with an access code is necessary for long-distance dialing. Wireless internet is also available; contact your conference organizer for instructions.

# Reed Policies

## ALCOHOL, DRUGS & SMOKING

In accordance with federal, state, and local laws, the illegal use, sale, transfer, possession, and manufacture of illicit drugs and alcohol while engaged in activities on the campus is unlawful and is prohibited by the college. Smoking is not allowed in dorms, in any of our campus facilities, on any walkways or bridges, nor within 10 feet of the architectural footprint of all campus buildings. There are five designated smoking structures throughout campus. Please see the map on the inside back cover for exact locations.

The possession or use of marijuana on the Reed campus and in Reed-owned buildings is not permitted. Although Oregon state law permits the use and possession of marijuana within certain restrictions for those who are 21 and over, the state law prohibits use in public spaces, specifically schools. Moreover, marijuana possession and use is illegal under federal law. Permitting its use at Reed College would violate the Drug-Free Schools and Communities Act.

All individuals shall abide by Oregon law, federal law, and college regulations regarding intoxicants, narcotics, and drugs.

## ADA ACCOMMODATIONS

If any special accommodations are needed, please call conference & events planning at [503/777-7522](tel:503/777-7522) or campus extension [7522](tel:7522).

## FIRE-RELATED POLICIES

- It is illegal to tamper with fire equipment. If a smoke detector begins to beep, call community safety—any time of the day or night—at [503/788-6666](tel:503/788-6666) or campus extension [6666](tel:6666).
- Tampering with a smoke detector, including covering it up or disabling it, will result in a \$250 fine. Pulling a fire alarm with malicious intent will result in a \$500 per incident fine.
- No candles, oil lamps, incense, or open flames of any sort may be burned on campus without the permission of conference & events planning.



- Firearms, weapons, ammunition, fireworks, explosives, halogen lamps, and highly flammable materials are prohibited within college residence halls, buildings, and on college grounds.
- Hot plates, toaster ovens, or similar appliances are prohibited in college buildings. No cooking is allowed except in kitchen areas.
- Building entrances, hallways, and access ways may not be blocked at any time. Any cars blocking fire lanes and building access are subject to ticketing, fines, and towing.

### **HANGING OR ATTACHING SIGNS TO WALLS**

Nails, screws, glue, and other hanging and attachment devices are prohibited on walls. Blue painter's tape is the only adhesive material allowed. Blue painter's tape can be purchased at the bookstore.

### **NOISE RESTRICTIONS & CONSIDERATIONS**

- Guests must be considerate of community members on campus and the surrounding neighborhood at all times. Do not disturb others with excessive noise.
- No megaphones, air horns, or bullhorns of any type may be used outdoors without prior approval of conference & events planning.
- All windows and doors shall be closed in buildings where music is being amplified.

- Between 10 p.m. and 8 a.m., no amplified sound systems may be operated outside buildings.

### **SAFETY & DAMAGE CONCERNS**

- Roofs are off limits to all conference attendees.
- Guests are responsible for any damages to buildings or grounds due to negligence and may be billed for repairs.
- All conference participants must agree to assume all of the risks and responsibilities associated with their participation in the conference and with transportation, as well as with any activities undertaken while at Reed.
- The parents and guardians of any minors participating in a summer conference or visiting Reed College are required to supervise their children at all times.

## **Emergency Procedures**

### **IN CASE OF EMERGENCY**

Dial 911 for police, fire, or ambulance. For all other emergencies, call community safety at 503/788-6666 or dial o (zero) on a campus extension. Community safety officers are on duty 24 hours a day, seven days a week.

### **DORM SAFETY**

- Keep your room door locked at all times.
- Close windows when you leave.

- Do not prop open building entry doors.
- Report anyone or anything that seems suspicious by calling community safety, [503/788-6666](tel:503788-6666) or [0 \(zero\)](tel:0) on a campus extension.

## **FIRE**

Evacuate the building immediately when you hear an alarm. If smoke is present, keep low to the floor. Before opening a door, feel the door or doorknob. If either is hot, do not open the door. If you cannot leave the room, keep the door closed to keep out smoke and heat. Seal the crack around the door if possible, and hang an object on the window to attract attention. Do not use the elevators.

## **EARTHQUAKE**

- If indoors, seek refuge in the corner of the room against the wall or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. If under a table or desk, hold onto the furniture so it can't move away from you.
- If outdoors, move quickly away from buildings, utility poles, and other structures. Caution: always avoid power or utility lines, as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.

## **HOSPITAL & URGENT CARE**

Providence Portland Medical Center

4805 NE Glisan Street  
503/215-1111  
4.04 miles; driving time 13 minutes

ZoomCare Woodstock

4415 SE Woodstock Blvd  
503/684-8252  
0.6 miles; driving time 2 minutes

ZoomCare Sellwood

6910 SE Milwaukie Ave  
503/608-3087  
0.8 miles; driving time 4 minutes

# On and Around Campus

## **REED ADMISSION TOURS**

The admission office is open Monday through Friday, and you are welcome to attend an information session, go on a campus tour, or both. Please call [503/777-7511](tel:503777-7511) to schedule your visit.

## **REED CANYON**

Take a self-guided tour of campus! Pick up a copy of the printed guide from Guest Services in Greenwood to learn about building history and the canyon as you walk in this beautiful setting.

The Reed canyon is a 28-acre federally protected watershed and wildlife habitat in the middle of campus. Crystal Springs Creek, a major tributary of the Johnson Creek Watershed, is fed by headwaters on the eastern boundary of the campus and is considered the cleanest, coldest fresh water source in Portland. It is also

the only stream in the city that flows without barriers to the Pacific Ocean, allowing access and rearing for native salmon. Inhabitants of the canyon include otters, beaver, coyote, and a variety of migratory and resident birds and waterfowl.

For more information, visit [reed.edu/canyon](http://reed.edu/canyon).

## **CRYSTAL SPRINGS**

### **RHODODENDRON GARDEN**

The garden is west of the college on SE 28th Avenue, one block north of Woodstock Boulevard. Admission is \$5 (Tuesday–Sunday). Call [503/771-8386](tel:5037718386) or visit [rhodies.org](http://rhodies.org) for more information and hours of operation.

## **EASTMORELAND GOLF COURSE**

The entrance to the golf course is southwest of the college at 2425 SE Bybee Boulevard. For more details, call [503/775-2900](tel:5037752900) or visit [eastmorelandgolfcourse.com](http://eastmorelandgolfcourse.com).

## **EXPLORE PORTLAND**

Portland offers visitors great shops, professional services, outstanding restaurants, entertainment venues, museums, and parks. Portland is dotted with award-winning historic districts—such as Chinatown, Old Town, Skidmore, Yamhill, and the Pearl—where carefully preserved historic buildings have been renovated to provide space for offices, shops, restaurants, and housing. For more information, visit [travelportland.com](http://travelportland.com).

# Neighborhood Businesses

Reed College is an active member of our neighborhood community. We encourage conference guests to explore and support neighborhood businesses near campus.

## **EAST OF REED, UP THE HILL ON SE WOODSTOCK BLVD**

### **Ace Hardware**

4430 SE Woodstock Blvd

### **Advantis Credit Union**

4235 SE Woodstock Blvd

### **Bai Mint Thai Kitchen**

4408 SE Woodstock Blvd

### **Banks: Wells Fargo, Key Bank, Chase, US Bank**

SE Woodstock Blvd  
between SE 45th and SE 48th Aves

### **Bi-Mart department store**

4315 SE Woodstock Blvd

### **The Delta Café**

4607 SE Woodstock Blvd

### **Dick's Primal Burger**

4905 SE Woodstock Blvd

### **Double Mountain Taproom and Grill**

4336 SE Woodstock Blvd

### **El Gallo Taqueria**

4422 SE Woodstock Blvd

### **First Cup Coffeehouse**

4103 SE Woodstock Blvd

### **Grand Central Bakery**

4412 SE Woodstock Blvd



**Laughing Planet (burritos/bowls)**  
4110 SE Woodstock Blvd

**New Seasons Market**  
4500 SE Woodstock Blvd

**Nudi Noodle Place**  
(pan-Asian noodles)  
4310 SE Woodstock Blvd

**Otto's Sausage Kitchen/Deli**  
4138 SE Woodstock Blvd

**Papaccino's (coffee)**  
4411 SE Woodstock Blvd

**Pizza Roma**  
4715 SE Woodstock Blvd

**Safeway**  
4515 SE Woodstock Blvd

**Shoko Sushi**  
4807 SE Woodstock Blvd

**Toast**  
5222 SE 52nd Ave

**Tom Yum**  
4309 SE Woodstock Blvd

**UPS Store (shipping/printing)**  
4207 SE Woodstock Blvd

**Woodstock Wine & Deli**  
4030 SE Woodstock Blvd

## **WEST OF REED**

**7-11**  
5311 SE 28th Ave

**808 Grinds food cart**  
5226 SE 26th Ave

**Berry Good Fruit Stand**  
5523 SE 28th Ave

**Green Drop Garage**  
5321 SE 28th Ave

**Taco Express food cart**  
2618 SE Steele St

## **NORTH OF REED**

**Bird + Bear**  
2801 SE Holgate Blvd

**Trader Joe's**  
4715 SE Cesar E. Chavez Blvd

**Walgreens drug store**  
3909 SE Holgate Blvd

## **SOUTH OF REED**

**Reverend's BBQ**  
7712 SE 13th St

**Sellwood Bee**  
1837 SE Harold St

Designates sponsor of Reed's 5K fundraiser for neighborhood schools:  
**reed.edu/5k**

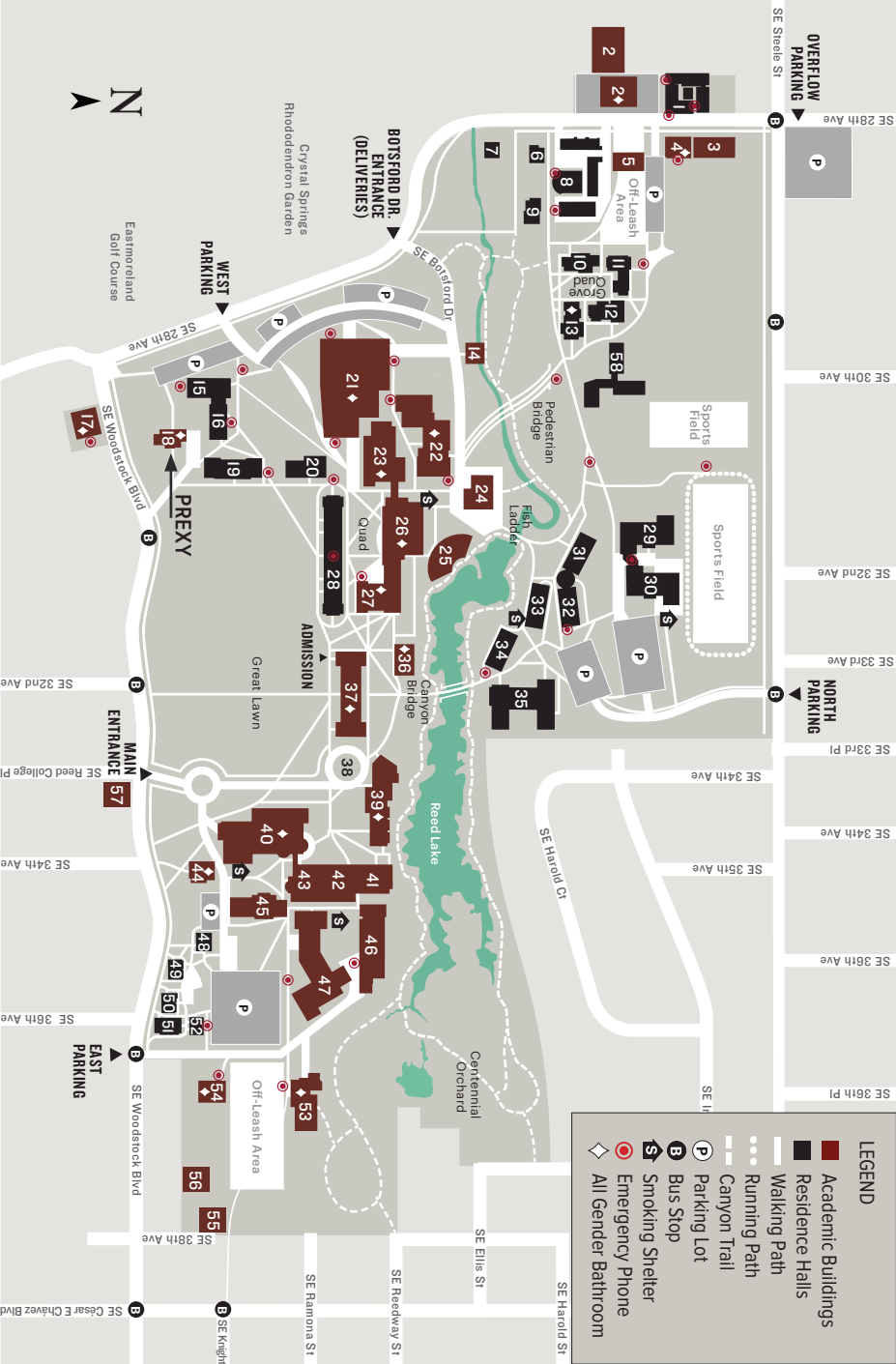
# Campus Map

## Academic & Administrative Buildings

- |  |  |
|--|--|
| 5 28 West: community safety, information, residence life                                 | 43 Paradox Lost Café   |
| 37 Admission   | 17 Parker House  |
| 42 Biology: auditorium   | 21 Performing Arts Building: Black Box Theatre, Diver Studio Theatre, Massee Performance Lab |
| 25 Cerf Amphitheatre   |  |
| 46 Chemistry   | 24 Physical Plant  |
| 40 Cooley Art Gallery: in library  | 41 Physics   |
| 54 Dorothy Johansen House: academic and disability support services                      | 18 Prexy: alumni programs, Center for Life Beyond Reed, fellowships & awards                 |
| 45 Educational Technology Center (ETC)   | 47 Psychology: auditorium  |
| 38 Eliot Circle  | 55 Rees House  |
| 37 Eliot Hall: admission, chapel, registrar  | 22 Sports Center   |
| 26 Gray Campus Center: bookstore, commons, mail services, international student services | 36 Student Center: student engagement, SEEDS, multicultural resource center                  |
| 14 Greenwood: conference & events planning; performance stage                            | 27 Student Union: Paradox Café   |
| 44 Greywood: Center for Teaching & Learning  | 53 Studio Art: Feldenheimer Gallery  |
| 3 Growing Seeds: childcare center  | 2 Theatre Annex & Reed Warehouse   |
| 4 Health & Counseling Center   | 57 Willard House   |
| 5 Information: at 28 West  | 39 Vollum College Center: lecture hall, lounge   |
| 23 Kaul Auditorium: Gray lounge  |  |
| 56 Kelly House   |  |
| 40 Library: Cooley Art Gallery   |  |

## Residence Halls

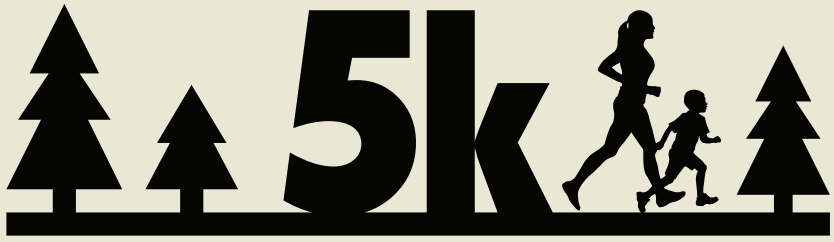
- |  |
|--|
| 20 Anna Mann   |
| 13 Aspen House: Caffè Circo, multipurpose room   |
| 12 Bidwell House   |
| 1 Birchwood Apartments   |
| 35 Bragdon Hall  |
| 9 Canyon House   |
| 52 Chinese House   |
| 34 Chittick  |
| 7 Farm House   |
| 16 Foster  |
| 50 French House  |
| 6 Garden House   |
| 49 German House  |
| 31 Griffin   |
| 19 MacNaughton   |
| 32 McKinley  |
| 29 Naito Hall  |
| 28 Old Dorm Block: Winch, Winch social room, Ladd, Quincy, Doyle, Eastport, Westport, Kerr, Abington |
| 8 Reed College Apartments  |
| 48 Russian House   |
| 15 Scholz  |
| 10 Sequoia House   |
| 11 Sitka House   |
| 51 Spanish House   |
| 30 Sullivan Hall   |
| 58 Trillium  |
| 33 Woodbridge  |



LEGEND

- Academic Buildings
- Residence Halls
- Walking Path
- Running Path
- Canyon Trail
- Parking Lot
- Bus Stop
- Smoking Shelter
- Emergency Phone
- All Gender Bathroom

# REED COLLEGE



## FUNd RUN/WALK FOR NEIGHBORHOOD SCHOOLS

SATURDAY, SEPTEMBER 21, 2019  
9 A.M. RACE START IN THE QUAD

Support education, and promote your business, by joining our team of generous sponsors.

### PLATINUM

BON APPÉTIT  
MANAGEMENT COMPANY

### BRONZE

Advantis  
credit union

### RED



### COUPON

Show this coupon or your conference ID/swipe card  
and receive **20% off any one item** in the bookstore.

Coupon expires at the end of summer conference season: **August 1, 2019.**  
One coupon per person, please.

## REED COLLEGE

Community safety emergency: [503/788-6666](tel:503788-6666)  
Conference & events planning: [503/777-7522](tel:503777-7522)  
Switchboard: [503/771-1112](tel:503771-1112), 24 hours/day [reed.edu](http://reed.edu)