



ASRC House Rules/FAQ

- Media/Press and Recording/Videography:
 - o The correct name of the venue is: **Advanced Science Research Center at The Graduate Center of the City University of New York**. The abbreviated version of our name is **Advanced Science Research Center, GC/CUNY**. On second reference, **ASRC**.
 - If you expect or encounter members of the press, notify the following individuals ASAP:
 - Camille Santistevan, camille.santistevan@asrc.cuny.edu, office: 212-413-3306, cell: 209-712-2933
 - Shawn Rhea, srhea@gc.cuny.edu
 - Tanya Domi, tdomi@gc.cuny.edu
 - Press kits, trifold brochures, and/or a one-page fact sheet are available upon request
 - o Notices must be posted to inform guests of photography/videography
- Security: the ASRC is a secure, active research facility. As such:
 - o Guests **must enter via the main ASRC lobby security turnstiles** located on the first floor.
 - o Please **do not prop open doors** without the permission of ASRC event staff.
 - o A copy of the guest list must be provided to the main security desk. Guests may be asked to show identification, especially if they are not on the list.
 - o Guests may only enter event spaces. They are prohibited from entering labs and office spaces without an ASRC representative. A compliance check may be required if guests enter laboratories.
- Facilities and Custodial:
 - o Do not move furniture or remove items from other spaces without the permission of ASRC staff.
 - Substantial furniture rearrangements must be requested well in advance of the event.
 - Minor furniture rearrangements must be restored to its original location by event organizers.
 - o Food and beverages are **prohibited** in the ASRC auditorium. Fees will be assessed if guests fail to enforce this rule.
 - o Organizers are responsible for tidying up areas during and after events. All trash must be placed in receptacles.
 - o Restrooms and water fountains are located in the main lobby and on the north side of the café.
 - o An unmonitored coat check is available for guests at their own risk.
- Catering/Dining:
 - o Catering must be ordered from Restaurant Associates.
 - o The ASRC has a 24/7 self-service style café. Guests scan the barcode of items and pay with credit card. Detailed instructions are located near the checkout kiosk
 - o A list of nearby restaurants is available upon request



- Directions and Accessibility:
 - o Directions to the ASRC are available on our website at <http://www.asrc.cuny.edu/about/visitor-information/>
 - The nearest subway lines are the A, B, C, D at 125th Street and the 1 at 137th Street
 - The nearest bus stop is the M-100 and M-101 at 135th Street and Amsterdam Avenue
 - On campus parking is not available
 - o The official accessible entrance to the ASRC is via the W 135th Street and Convent Avenue pathway to the main entrance. Arrangements to enter via the Ground Floor entrance can be made upon request.
 - o A lactation room is available upon request.
- WiFi and AV
 - o WiFi instructions cards are printed on placards throughout the event space. Individual cards are also available upon request. Guest credentials expire after 24 hours.
 - Select “CUNY Guest” wireless network
 - Browser window will open to prompt login
 - Click “Don’t have an account?”
 - Create an account by entering your name and email
 - Enter asrc.event@asrc.cuny.edu as “email of person visiting”
 - Log in using the username and password provide
 - o ASRC provides an AV technician. Event organizers and volunteers should not enter the auditorium booth without authorization.
 - o Most ASRC rooms are equipped with both HDMI and VGA cords. If presenters are using their own laptop, it is strongly encouraged that they bring their own adapters. The ASRC has in-house adapters and laptops that must be requested in advance.
 - o For events with many presenters, event organizers are responsible for managing transitions at the podium unless otherwise noted.