



National Evolutionary Synthesis Center

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The National Evolutionary Synthesis Center (NESCent) Policy on Meetings Hosted by NESCent

The National Evolutionary Synthesis Center (NESCent) is a collaborative effort of Duke University, The University of North Carolina at Chapel Hill and North Carolina State University and is sponsored by the National Science Foundation. Our mission is to facilitate broad synthetic research to address fundamental questions in evolutionary biology. Our services are foremost for our visiting scientists, researchers and official NESCent meeting groups. However, as a general service to the evolutionary biology community we provide meeting space, when possible, for groups not supported directly by the NESCent core grant. Such meetings are considered “hosted meetings.”

NESCent’s Facility:

NESCent has three conference rooms with a capacity of 10, 12, and 14. The two larger rooms have a large oval table and plug-ins for computer network cables and electricity. The smallest room has electricity at the table.

In addition, we have a large seminar area which is appropriate for groups of up to 35 attendees using an open "U" table set-up. The area is enclosed with roll-able partitions, offering screening and sound reduction. We are able to host classroom-style meetings of up to 60 attendees (without tables). Chair rental may be required for groups exceeding 40 attendees.

NESCent also has several comfortable break-out areas and round tables for conversations and breaks.

Equipment, Connectivity, and IT Support:

All meeting spaces have video projection screens and whiteboards, and we have portable video projectors, a Symposium and laser pointers available. The large seminar area is equipped with a ceiling-mounted projector. NESCent also has portable A/V and audio-videoconferencing equipment that can be operated in any of the meeting areas. A shared computer lab is also available.

For common office devices, NESCent has a fax machine, a combined copier/scanner, and black and white as well as color printers. Detailed instructions on how to use these resources will be handed to participants on-site. For larger high-end printing needs, a FEDEX-Kinko’s is located across the street from NESCent.

All meeting areas and break-out spaces at NESCent are covered by wireless internet access. Meeting attendees will receive instructions in advance of the meeting on how to pre-register their network cards for access to the internet.

NESCent has on-site IT helpdesk staff that can assist with any other IT-related issues. Requests for assistance should be emailed to the helpdesk at help@nescent.org.

Logistics Recommendations:

NESCent generally uses the Millennium Hotel, 5-10 minutes away by shuttle. We are happy to make introductions for you with them, and to request that they extend our government rate, currently at \$88 per night. They offer airport shuttles for a fee and free shuttle service between NESCent, the hotel, and local restaurants. We can provide listings of other hotels as well.

We are able to recommend local restaurants, as well as provide maps of Ninth Street, a well-known Durham area with a high number of international eateries.

We can provide the names of local caterers for morning/afternoon snacks, receptions, lunches, etc. and directions to a close-by grocery store (Whole Foods). NESCent can usually provide coffee and bottled water to hosted meeting groups.

We can provide an introduction to the NESCent-approved travel agent. A major advantage of this is that our agent searches for the lowest cost airfares (and also reasonable layovers, departures, etc.).

Further information about the hotel and the local area may be found on the “Information for Visitors” page on our website <http://www.nescent.org/about/information.php>.

NESCent Cannot Provide:

NESCent cannot provide specific logistical support or reimbursement services to your attendees. We cannot provide full conference center services such as hotel and travel arrangements, registration coordination, collection of fees or monies, transportation, or catering.

How to Request Use of NESCent’s Facility:

To request use of NESCent’s facilities, a Facilities Use Form must be submitted to our Logistics/Events Coordinator, Jeff Sturkey. To obtain a form, please visit our website at <http://www.nescent.org/documents/FacilitiesUseForm.pdf>, or you may contact Jeff at 919-668-4545 or jsturkey@duke.edu. In addition to the form, please provide a brief description on the nature of the meeting, and the relation of the goals of the meeting to NESCent’s mission. Decisions on non-NESCent (hosted) group usage rests with the NESCent Directors. All requests are reviewed by our Directors and meetings should have a relevant connection to the field of evolutionary biology. The NESCent facility is usually limited to the standard work week and normal 8-hour days.

For this policy and other NESCent information, please see our website at <http://www.nescent.org/about/NescentHostedMeetings.php>.