



## National Evolutionary Synthesis Center

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### NESCent Meeting Space Policy

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 advance research that addresses fundamental questions in evolutionary science by integrating methods, concepts, and data within and across disciplines. For more on the context and a classification of synthesis in evolutionary science please read [Linking Big: The Continuing Promise of Evolutionary Synthesis](#).

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." Priority is given to events by NESCent and its affiliates.

#### NESCent's Meeting Space:

##### Erwin Mill Location

Room:	Capacity:	Technologies Available:	Primary Functions:
Lobby Area	30-70	N/A	Break-out Sessions, Receptions
Conference Room 1	14-16	LCD Projection, Laptop Connectivity	Meetings, Break-out Sessions
Conference Room 2	12-14	LCD Projection, Laptop Connectivity	Meetings, Break-out Sessions
Conference Room 3 (Library)	8-10	Monitor Projection, Laptop Connectivity	Meetings, Break-out Sessions
Seminar Area	35-50	LCD Projection, Laptop Connectivity:	Meetings, Receptions & Formal Dinners, Seminars: The seminar area 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 receptions of up to 50 attendees (without tables).

##### Grey Building Location

Room:	Capacity:	Technologies Available:	Primary Functions:
Conference Room	11-14	Data/Video Projection, Laptop Connectivity	Meetings, Break-out Sessions

**Equipment, Connectivity, and IT Support:**

NESCent has portable A/V and audio-videoconferencing equipment that can be operated in any of the meeting areas. There are shared computers available throughout our lobby area.

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. 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](mailto:help@nescent.org).

**Logistics Recommendations:**

NESCent generally uses the Marriott Hotel, Millennium Hotel, Durham Hilton, or the Duke Tower Hotel and Condominiums. Each hotel is within 5-10 minutes of NESCent by shuttle. We are happy to make introductions for you with them, and to request that they extend our government rate. See current [GSA per diem rates](#). Airport shuttles can be arranged 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 and 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.

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>. Does this include the Sheraton now?

**NESCent Logistics Staff Coordination:**

NESCent can provide specific logistical support, such as hotel and catering, ground transportation arrangements. We can also assist with printing meeting materials, such as name badges, tent cards, agendas, and participant list.

NESCent cannot provide registration coordination, collection of fees or monies, airline travel, or reimbursement services to your attendees

**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 Manager, Danielle Wilson. To request a form, please visit our website at <http://www.nescent.org/documents/FacilitiesUseForm.doc>, or you may contact Danielle at 919-668-4545 or [danielle@nescent.org](mailto:danielle@nescent.org). 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.