Participant Roster

The Participant Roster is a list of all of the staff and participants that will be living on campus throughout the duration of your conference. It is used by Conference Services to assign rooms, create key waiver forms and is submitted to the Public Safety Office for use in an emergency. The roster includes the following information:

1. Sex
2. Last Name
3. First Name
4. Commuter/Overnight
5. Room Type
6. Participant Type
7. Arrival Date
8. Departure Date
9. Building
10. Room Number

Participants can be assigned to rooms in the allotted residence halls using either of these two options:

**Option 1:** Conference Services will make room assignments. This requires the conference host to complete sections 1-8 on the Participant Roster form and submits it to Conference Services by 4:30PM, fifteen (15) days prior to the conference arrival date, to assign the rooms.

**Option 2:** Your conference leaders will assign the participant rooms. This requires the conference host to complete 1-10 on the Participant Roster form and submit it to Conference Services by 4:30PM ten (10) days prior to the conference arrival date.

On the Conference Planning Manual page you are able to download a premade excel spreadsheet or it can be emailed upon request.

Conference Services is able to email floor plans of the assigned resident halls so that you can plan accordingly. All rooms that are offline will be indicated with the floor plan as well. Please be advised that furniture configurations depicted on the floor plans are often not current.

Also, please indicate on the participant roster if your conference will be using rooms as office or storage rooms. This will also be charged to the final bill.