

COFFIES Kick-off 2023:

Know Before You Go

We welcome you to COFFIES Official Kick-Off Meeting, taking place on January 24-26, 2024, at Stanford University. To help you prepare, we've put together this quick reference guide. For more details, visit the [COFFIES Annual Meeting website](#), where you'll find the event agenda, lodging & transportation, etc.

BEFORE THE MEETING

[COVID-19 & General Safety Procedures](#)

[LODGING](#)

[Ground Transportation](#)

[Campus Parking](#)

[Weather](#)

ON ARRIVAL

[Venue Locations](#)

[Registration Badge Pick-Up](#)

DURING THE MEETING

[FOOD/BEVERAGE](#)

[WIFI](#)

[ZOOM](#)

[SLACK](#)

BEFORE THE MEETING

COVID-19 & General Safety Procedures

Considering the latest news regarding the spread of COVID-19 and [Stanford's current recommendations](#), the meeting organizers are not enforcing any masking policies for this meeting. We expect everyone to be respectful of anyone opting to wear a mask or take other precautionary measures. **Please plan to bring your own mask if you will be choosing to wear one.** There will be hand sanitizer available, and we strongly encourage everyone to wash their hands before touching food items and cough/sneeze securely into their elbows

Any visitors who test positive for COVID-19 within 10 days of being onsite, must complete the [General COVID-19 Case Reporting Form](#).

If you start to have COVID symptoms while at Stanford, please attend the meeting remotely until you have taken a COVID test and gotten a negative result.

LODGING

If you have booked your stay at the Stanford Guest House, you'll be asked about Stanford Affiliation or attendee of a University event upon checking in. Please email rzchen@stanford.edu to let us know your stay at the Stanford Guest House and we'll prepare the necessary materials. The Guest House is located on the grounds of the SLAC National Accelerator Laboratory that has a security check at the main gate. Visitors will be asked for IDs and you can enter by providing the name of a Guest House guest.

Ground Transportation

Stanford is about 30 min drive from SFO or SJC. You can also take public transportation from SFO by Bart+Caltrain+Marguerite from SFO for ~ 1 hr, or from SJC by Bus+Caltrain+Marguerite for ~ 1 hr 20 min.

The **University Marguerite Shuttle** runs across Stanford campus and also to nearby locations such as the Palo Alto Caltrain station, Stanford Guest House, etc. Marguerite is free and open to the public – no ID required. Please refer to <https://transportation.stanford.edu/marguerite/view-maps-and-schedules> for the map and schedule (both pdf and live map).

Campus Parking

Workshop Parking (\$6/day):

[190 Searsville Rd, Stanford, CA 94305](#)

15 min walk to Meeting Venue; or by University Marguerite shuttle Line C (7 min including walk)

REQUIRES A PARKING PERMIT

Visitor parking (\$4.46/hour up to \$35.68/day):

[498 Via Ortega, Stanford, CA 94305](#)

5 min walk to Meeting Venue

If you have indicated that you will need the reduced-rate Workshop Parking (via the registration form), you should have received another email with instructions. If not, or if your plans have changed, please contact Michael Slack (mslack@stanford.edu; cc: PM Dave Lauben dsl@stanford.edu and LOC Chair Shea Hess-Webber shessweb@stanford.edu) for help on getting a discounted Parking Permit.

[See this Google Map](#) for locations and proximity to campus or transit, which include meeting locations, bus stops, nearby hotels, etc.

Weather

The weather of January in Stanford is moderate, with an average temperature varying between 45.1°F (7.3°C) and 57.6°F (14.2°C). It rains often in January, so don't forget to pack your umbrella.

UPON ARRIVAL

Venue Locations

Meeting Room (Main):

Physics and Astrophysics Building (PAB), Rm 102-103
452 Lomita Mall, Stanford, CA 94305

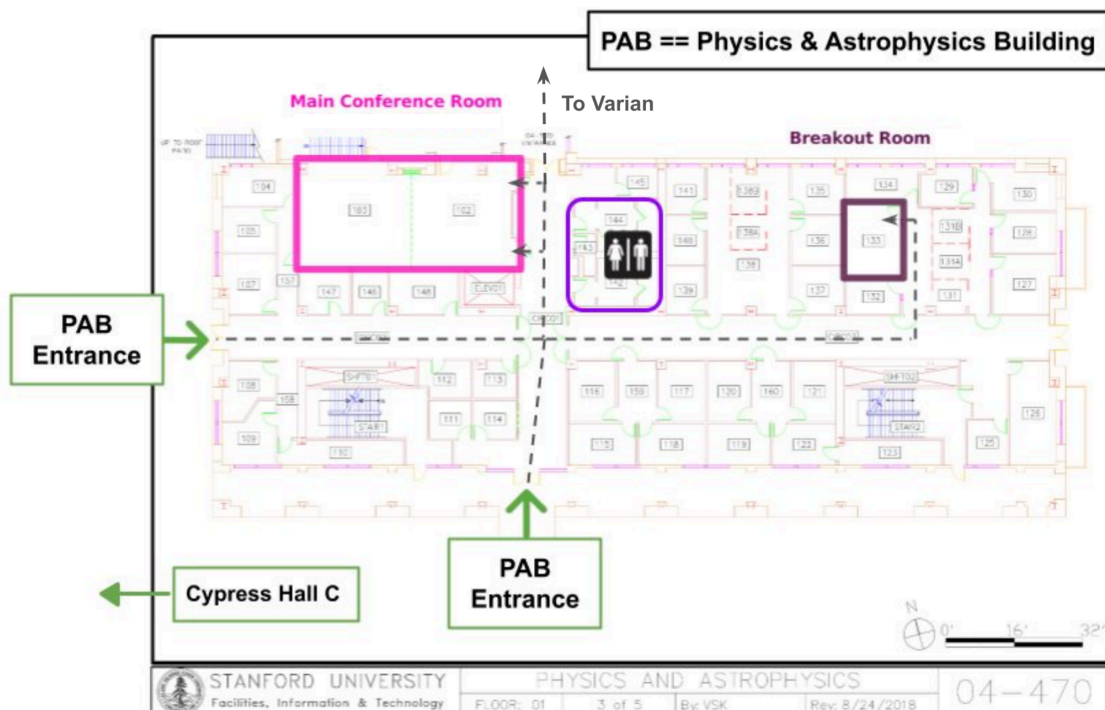
Breakout Room: PAB Solar Conference Room 133

Alternate Breakout Room: *(if needed, in-person only):* Cypress Hall C Conference Room

Beans Posters will be set up in the Varian Hall Lobby. Varian and PAB are connected. When exiting the main conference room, turn left and walk through the double doors.

Maps:

- [STANFORD Local Maps](#) – See “University” pinned locations
- [Map of PAB First Floor.pdf](#)



Bathrooms are across the hall from the main meeting room. There are also two **gender neutral bathrooms** on the first floor of Varian (turn left out of the conference room, head into Varian, make a right at the glass display case).

Registration Badge Pick-Up

Date/Time	Location	LOC Member
Tue Jan 23 10am-3pm	Cypress Hall Annex C, Conference Room	Sushant Mahajan
Wed Jan 24 8am -10am, 2pm-5pm	PAB , Room 102/103 Table at the back of the room	ANY
Wed Jan 24 10am-2pm		Shea Hess Webber
Thu Jan 25 8am -5pm	PAB , Room 102/103 Table at the back of the room	ANY
Fri Jan 25 8am -5pm	PAB , Room 102/103 Table at the back of the room	ANY

DURING THE MEETING

FOOD/BEVERAGE

Morning coffee and light pastries/fruit will be provided in the Main Meeting Room.

Afternoon light snacks will be provided in the Main Meeting Room.

For lunch, several on-campus lunch options are available nearby (short walk). See the [Meeting Map → University Lunch Places](#) for options.

WiFi

1. Connect to the "Stanford" wifi network.
username: COFFIES_guest
password: coffies_DSC@2024
2. "Eduroam" is also available at Stanford through your educational institution's login.
3. If all else fails, join the "Stanford visitor" network. It's open.

ZOOM

Main Meeting Room (PAB 102/103)

<https://stanford.zoom.us/j/96353163720?pwd=RIJ0bk52MG5aN3RjY01Edy9BK1RpZz09>

Meeting ID: 963 5316 3720

Password: 908111

Breakout #2 COFFIES Annual Meeting (PAB 133)

<https://stanford.zoom.us/j/91985367681?pwd=UWdzRVJrMm14cVImNzJIR2RtNFRGQT09>

Meeting ID: 919 8536 7681

Password: 647424

SLACK

Keep the conversation going! Slack is the ideal format to hold further collaborative discussions between virtual and in-person attendees. Ask questions, post links to articles, ask for more details, dig into the science!

Note: Zoom chat will not be monitored. Use Slack to contact the @loc_2024 if you are having technical difficulties.

Meeting Channel: #annual-meeting2024

[Link to join Slack Channel directly](#)

We recommend joining the Slack Channel before the start of the meeting so that the LOC can help troubleshoot access for anyone who needs it.