

# COFFIES Kick-off 2023:

## *Know Before You Go*

We welcome you to COFFIES Official Kick-Off Meeting, taking place on January 18-20, 2023, at Stanford University. To help you prepare, we've put together this quick reference guide. For more details, visit the [COFFIES kickoff website](#), where you'll find the event Agenda, Lodging & transportation, etc.

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## 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 encourage everyone to wear a mask in the conference+breakout rooms, unless they are actively eating or drinking. **Please plan to bring your own mask.**

### LODGING

*If you book 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](mailto: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 (\$5.45/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 will receive another email with instructions. If not, or if your plans have changed, please contact Michael Slack ([mslack@stanford.edu](mailto:mslack@stanford.edu); cc: PM Dave Lauben [dsl@stanford.edu](mailto:dsl@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.

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# UPON ARRIVAL

## Venue Locations

### Meeting Room (Main):


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

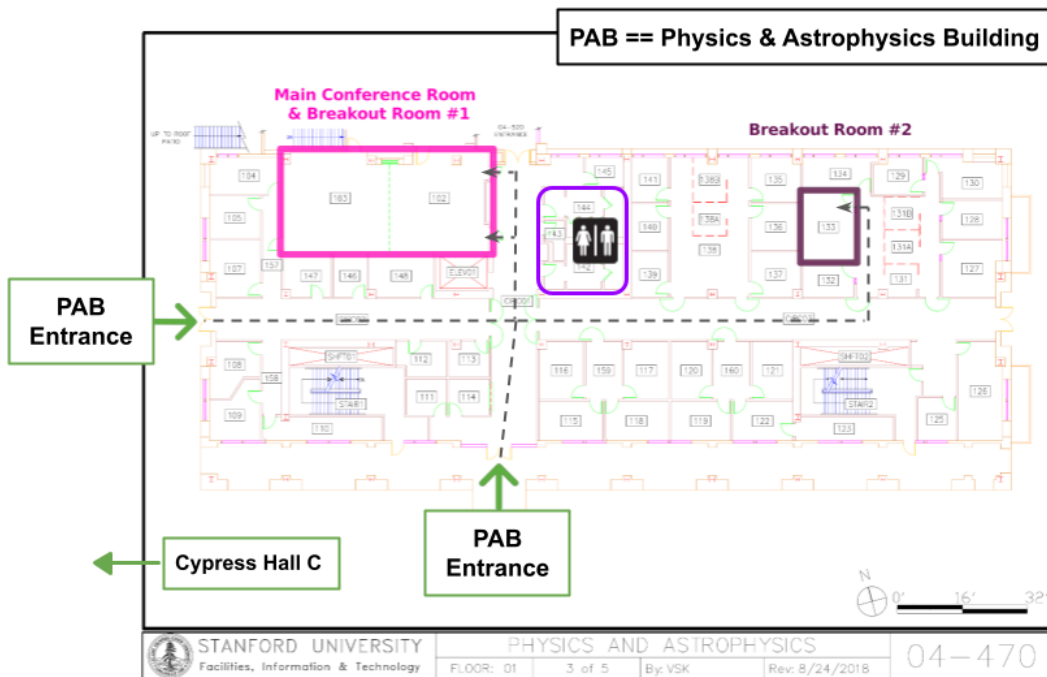
*Note, the main meeting room will also serve as **Breakout Room #1**.*

### Breakout Room #2: PAB Solar Conference Room 133

### Breakout Room #3: (if needed): Cypress Hall C Conference Room

### Maps:

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



## Registration Badge Pick-Up

Date/Time	Location	LOC Member
Tue Jan 17 11am-5pm	<a href="#">Cypress Hall</a> Annex C, Room C3	<a href="#">Sushant Mahajan</a>

Wed Jan 18 - Fri Jan 20 8am-5pm	<a href="#">PAB</a> , Room 102/103 Table at the back of the room	<a href="#">Shea Hess Webber</a> (or any other LOC member)
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## 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  
**password:** LetsKickoff
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 Room COFFIES Kickoff (PAB 102/103) (Also Breakout Room #1)**

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

Meeting ID: 963 5316 3720

Password: 908111

#### **Breakout #2 COFFIES Kickoff (PAB 133)**

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

Meeting ID: 919 8536 7681

Password: 647424

### **Breakout #3 COFFIES Kickoff (Cypress Hall Conference Room)**

Join from PC, Mac, Linux, iOS or Android:

<https://stanford.zoom.us/j/94818542654?pwd=SFozNFBUOTJwQ2VpQUZhdGpYTkNVQT09>

Meeting ID: 948 1854 2654

Password: 595757

## ASKING IN-SITU QUESTIONS

*Miro/Powerpoint Jamboards/slides  
Links will be provided at the meeting*

***Note: Zoom chat will not be actively monitored. The main conference room is set up such that in-person attendees do not need to be signed into Zoom.***

## SLACK

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

***Note: Zoom chat will not be monitored. Please use Slack to contact the [@loc\\_kick-off-2023](#) if you are having technical difficulties.***

*Meeting Channel TBA*