



Pre-Arrival Information Letter June 20, 2014

Hello everyone,

We are all looking forward to the Second International Tai Chi Chuan Symposium on Health, Education, and Cultural Exchange, July 5-11, 2014. Again we welcome you to the Symposium, the City of Louisville, Kentucky, and to Spalding University. We will do everything we can to make your visit comfortable and rewarding. Everyone is promised the best of Tai Chi friendship!

This “**Pre-Arrival Information Letter**” adds details to the information outlined in the “**General Orientation**” presentation. You go to the Symposium website “Home” page www.taichisymposium.com and follow the links to *General Orientation*.

We hope that both this Pre-Arrival Information Letter and the General Orientation will be useful to you as you prepare for this exciting event, when you arrive in Louisville, and during your participation in the Symposium.

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WHAT TO WEAR

Casual: All Symposium events, except the Banquet, are “casual.” *Recommended:* your Symposium t-shirt, of course! Wear comfortable clothing for movement. Your own school t shirt can help you introduce yourself to other participants.

Banquet: “informal” but not “casual.” Remember we are hosting dignitaries from China as well as from the United States.

Shoes: Please wear clean athletic shoes to sessions in the gymnasiums.

Farewell and Friendship Party: fun party clothes!

WEATHER PREDICTION: It’s July, it’s Louisville, it’s hot and it’s humid!

Temperatures: 78°– 98° F (27°- 37°C). It will likely be very humid. All buildings are air-conditioned for comfort. Or even cooler than that—bring a long-sleeved shirt, too.

Rain and thunderstorms: summer days and nights often have brief thunderstorms. You may want to bring an umbrella or light rain gear.

ARRIVAL IN LOUISVILLE: By plane; By car, Temporary parking for your vehicle

Arrival by Plane: Louisville International Airport

GROUND TRANSPORTATION: Taxis and Courtesy Vans

See below, **SYMPOSIUM LOCATIONS AND ADDRESSES** for addresses to give to drivers.

Ready Cab.....(502) 417-4406

Yellow Cab.....(502) 636-5511

Courtesy Vans.....Many area hotels provide free phone service for reservations and courtesy service to and from the airport. The Reservation Center calling board is located in the lower level of the airport next to the Information Booth.

Seelbach Shuttle: The Seelbach’s complimentary airport shuttle runs from 6:00 am to midnight. You must call the hotel to pre-book a ride; don’t wait in the airport’s shuttle area without calling the hotel to make arrangements: 502-585-3200.

Arrival by Car or Other Vehicle, Temporary Parking

Temporary Parking at Spalding (go to General Orientation—Maps, Spalding Campus (page 26).

Parking is permitted at Spalding lots E and G on each side of Morrison Hall, entry from 4th Street.

Temporary Parking at University of Louisville

Check-in parking: There's a small lot where you can park without a pass while checking in.

WHERE TO GO FIRST: Residence (Campus or Hotel), Symposium Registration

1. **Residence:** It's better for you if you first check in at the place where you're staying so you can leave your luggage, and then go to Symposium Registration for our check-in and receive your Welcome Bag, etc.
2. **Symposium Registration:** On Friday July 4, Symposium Registration is at Spalding/Morrison Hall. All other days Symposium Registration is in Spalding University Center Ballroom.

CAMPUS RESIDENCES: Registration and Check-in

Spalding University, Morrison Residence Hall*: reservations only*

- *Hours to check in at Morrison:* 24 hours, beginning at 3:00 p.m. on July 4.
- *Identification:* You will need to show identification when you check in to Morrison.
- *Linens:* Spalding will have linen sets available in case you want to purchase them last minute. Blanket, disposable pillow, 2 sheets, pillowcase, wash cloth and towel.
- *Laundry facilities:* There are card-operated machines in the residence hall. (We don't have information on how to get a card, sorry. Ask Spalding staff when you check in there.)
- *Elevator:* There is an elevator in this building.
- *Wifi:* Morrison Residence Hall does not have wifi. Other locations on Spalding Campus have wifi. Select 'Spalding wireless'. You do not need a pass code.
- *Front Desk:* staffed 24/7 (starting 3:00 p.m. July 4). This desk does not have a phone.
- *For assistance with getting into the hall:* call Spalding Campus Safety, 502.873.4444, or 4444 from a campus phone.

University of Louisville, Louisville Hall* and Wellness House*: reservations only*

- *Hours to check in at U of L, Friday July 4, tentatively set for 4:30-7:30 p.m.* Please let Fang Hong know if you cannot meet that time frame that day, so that U of L doesn't have people working on a holiday if it's not necessary, and you can still check in when you arrive.
- *Hours to check in at U of L, other days:* 10:00 am to 11:00 pm, at Louisville Hall. If your arrival in Louisville is later than midnight, you will not be able to check in here, and you will have to stay in a hotel for that night.
- *Where to check in:* Keys for **both** Louisville and Wellness halls are given out at Louisville Hall. Someone will show you to Wellness Hall (it is not visible from 4th street but it's very close).
- *Identification:* U of L requires photo identification at their check-in.
- *Linens:* if you purchased linens, you will have bed linens, towel, and wash cloth.
- *Laundry facilities:* There are coin-operated machines in the residence halls, we think.
- *Wifi:* UofL wifi for visitors: ulvisitor. Follow instructions for joining their network.

***U of L has a curfew at midnight!** Dorm buildings cannot be unlocked, even with your key, after midnight. (Many residence halls are housing underage students, this is a security issue.) If you are locked out, call University Department of Public Safety: 502-852-6111, or 6111 from a campus phone.

HOTEL: The Seelbach Hilton is the Symposium's recommended hotel

Parking: \$18 per day in the Seelbach garage; \$26 for Valet parking. See below for other parking options in the Downtown area.

SYMPOSIUM REGISTRATION AND CHECK-IN

Symposium Registration Hours

- *Special Courtesy:* Friday, July 4: 4:00 – 6:00 p.m.: Early Check-in and Registration, at Morrison Residence Hall (beside Spalding's check-in for on-campus residence)
- *Daily:* Spalding University Center Ballroom
- *Saturday, July 5 and Sunday, July 6:* 8:00 a.m. – 9:00 p.m.
- *Monday – Friday, July 7 – 11:* 7:00 – 8:30 a.m. **Thursday, July 10:* 8:00 – 8:30 a.m. only

Before your first session: You need to come to Symposium Registration and Check-in only once, before attending your first session. Allow a half hour in case there's a line.

Pre-Registered Check-in: If you have pre-registered for the Symposium, you need only "check in" at our Registration area. There is a special "pre-registered check-in line" for you. Verify your registration and receive your identification badge, Welcome Bag, and Symposium Notebook. You will also get a "coupon" that allows you to pick up your FREE SYMPOSIUM T-SHIRT at the Silk Road Bazaar.

QICP Check-in: Pick up your QICP Credit Ledger at Symposium check-in; your ID Badge shows your admission to those sessions.

On-Site Registration: If you have not pre-registered, you are still very welcome to register on-site. Allow enough time to fill out the paperwork, or fill out the form in advance and bring it with you to save a bit of time.

Onsite Registration Additional Options: You can add any of these to your registration at check in, for yourself or for friends, family, and others:

- Pre-symposium Workshops A,B,C,D
- Qualified Instructor Certification Program enrollment (note: *registration for this program is limited*)
- Daily Attendance Pass – anyone can purchase "by-the-day" passes
- Additional or single tickets to these Symposium events:
 - Grand Opening (Sunday, July 6) *also at the door
 - Academic Keynote Address and Panel Discussion with Academics Presenters and Grandmasters (Tuesday, July 8) *also at the door
 - Grand Showcase – Masters Demonstrations (Thursday, July 10) "also at the door
 - Friendship Party and Farewell (Friday, July 11) *in advance only

Banquet: last date to purchase tickets for Monday night's Banquet is July 1, 2014. No on-site tickets.

Payments at Registration for all items: cash (U.S. Dollars) or credit card only. We cannot accept personal or business checks. Thank you for your understanding!

SYMPOSIUM LOCATIONS, ADDRESSES, PARKING

Spalding University

Spalding wifi: Select 'Spalding wireless'. You do not need a pass code.

- **Spalding University Center** — 824 South Fourth Street
Auditorium, Gymnasium, Ballroom
- **Spalding Dining Commons, Kosair Shrine Temple** — 812 South Second Street, Louisville 40203
- **Morrison Residence Hall** — 947 South Fourth Street, Louisville 40203
- **Presentation Academy Gymnasium** — 900 South Fourth Street, Louisville 40203
- **Parking at Spalding, including Presentation Gym** — Lots E and G beside Morrison Residence Hall, at Fourth Street, Louisville 40203. You will need a pass (free) from Spalding—be sure to ask for it when you check in.
 - Any Symposium participant can park at Spalding overnight, even if you are not staying there.
 - People with parking passes at U of L who are parking at Spalding during the day will have to pick up a (free) Spalding parking pass in the Ballroom.

University of Louisville (abbreviated U of L and UofL), Main Campus/Belknap, Residence Halls

- **Louisville Hall** — 318 Brandeis Avenue, Louisville 40292 (across 4th street from the Student Activity Center)
- **Wellness House** — approximately 2300 South Third Street, Louisville 40292, across from Speed Art Museum, onto Unity Street to reach this residence area.
- **Parking at U of L** — By permit only, at Resident Parking Lots Yellow A, which are next to Louisville Hall and Wellness House (the two halls we are using). Yellow B is also allowed, but farther away.
 - You definitely need a permit—even for a few hours—and you can expect to be ticketed or even towed if you violate their strict parking rules.
 - If you purchased a parking permit (\$10) with your U of L residence, you can pick it up when you check in at UofL on July 4, or from July 5-11 at Symposium Registration. If you didn't pre-purchase a UofL permit or a bus pass, you can park at Spalding and ride the TARC bus, single fare, to and from UofL; be sure to get a Spalding pass.)
 - On July 4, parking is not monitored (probably).

Downtown Locations

- **Fourth Street Live!** — 400 South Fourth Street, Louisville 40202, between Muhammad Ali Street and Liberty Street
- **Seelbach Hilton Hotel** — 500 South Fourth Street, Louisville 40202
- **Parking Downtown:** There are more than 6000 parking spaces within two blocks of Fourth Street Live! and the Seelbach Hilton Hotel.
 - VALET PARKING at the intersection of Muhammad Ali Boulevard and 4th Street (\$26 per day).
 - PUBLIC PARKING at the Fourth Street Live! Garage adjacent to Fourth Street Live! on Fifth Street, between Muhammad Ali Street and Liberty Street.
 - Additional parking at Seelbach Garage (\$18/day), Hyatt Garage, and Starks Garage (\$8/day).
 - On-street metered parking where permitted.
 - Off-street parking on flat lots (\$5/day) or other public garages (\$9-15/day).

Muhammad Ali Center — 144 North Sixth Street, Louisville 40202

Parking at The Ali Center: Parking is available in the parking garage conveniently located under the Muhammad Ali Center.

MAPS

For printable maps listed here, go to “**General Orientation—Maps**” (pages 23- 30) from the Symposium website’s “Home”. We can make copies for you at our Registration if you need one.

- Louisville, Kentucky, U.S.A.
- Symposium Venues and addresses
- Spalding Campus Location Guide: Symposium venues highlighted in yellow
- University Residences: Spalding and University of Louisville
- Bus Route TARC #4
- Louisville Restaurants near Spalding
- Louisville — Sites of Interest

University of Louisville Map – their website www.louisville.edu/parking Belknap Campus.

SYMPOSIUM SCHEDULE: Overview and Details

Overview: Go to “**General Orientation—Symposium Schedule Overview**” (page 32) on the Symposium website for a one-page overview of events and times.

Details: Your Welcome Bag will have a Symposium Notebook with detailed information about the schedule, locations, and programming.

SYMPOSIUM SCHEDULE: Grandmaster Workshops — Group A or B

You are assigned to either Group A or Group B, noted on your ID badge. Your group always goes to the same gym for the morning and afternoon Grandmaster workshops:

Group A to Presentation Academy Gym

Group B to Spalding University Center Gym

The Grandmasters rotate to your gym. Following your group schedule assures that you get to participate in both Part One and Part Two of each Grandmaster workshop.

In the spirit of “one family,” the Grandmasters respectfully request that participants do not repeat any of their workshops, but instead take advantage of this schedule and sample all five family styles.

SYMPOSIUM SCHEDULE: Morning Sunrise Practices (except Thursday)

Two Morning Sunrise Practices take place simultaneously each weekday morning (except Thursday).

Outdoor — Fourth Street Live!

Indoor — Spalding University Center Gym

You choose which one to attend as you please.

SYMPOSIUM SCHEDULE: Morning Sunrise Practice, Thursday, a unified practice

Thursday morning’s Sunrise Practice is an Open Community Practice at Fourth Street Live! This event is a Greater Louisville Open Community Practice with all the Grandmasters, and open to the public.

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ETIQUETTE AND PROTOCOL: For all sessions

Etiquette: Be polite to your instructors—be on time! Sessions always begin on time.

This means arriving 5 - 10 minutes early, so you have time to get settled before the session starts. If you do arrive late, quietly find a place at the back of the room so as not to disturb teacher or the class.

Etiquette: Electronics Off

- Turn off all electronic devices: cell phones, iPads, tablets, etc.
- No photography or video recording during sessions, please.

Etiquette: Designated Areas

There are designated areas for media and official photographers and videographers. Please respect these spaces and do not obscure their line of sight.

Etiquette: Perfume, Colognes, Aftershave, etc.

Some people have high sensitivity or allergies to perfume, cologne, aftershave, and other scents. Please be considerate and avoid these.

Protocol: ID Badge is your admission to Symposium events, day and evening

Your badge identifies you as a Symposium participant and is keyed to your registration. Wear your identification badge to every event, including the Banquet. Staff will ask to see your ID badge as you enter each venue. Please have it visible as a courtesy to them.

Protocol: Spectators

Spectators are not admitted to any session. Everyone must have an ID badge for admission.

Protocol: Arriving at a Venue

- Present your identification badge to a Greeter.
- QICP participants: present your ID badge to a QICP Greeter, who will stamp your ledger.
- Enter the venue and get settled as quickly as possible; minimal lingering in the lobby, please.
- Place personal items along the back of the gym; leave sides open for movement, and the front open for the teacher.
- Wear appropriate footwear; no street shoes on the gym floor.
- Follow Venue Manager's instructions to line up for the Grandmaster's entrance.

Protocol: Greeting and Dismissal

- At the start of the session, the Grandmaster salutes and greets you: "Tongxuemen, hao."
- You salute in return and respond: "(GM surname) Laoshi, hao."
- At the end of the session, the Grandmaster salutes you and says: "Tongxuemen, zàijiàn"
- You salute in return and respond: "(GM surname) Laoshi, zàijiàn"

Protocol: Asking Questions During a Session

- *During general sessions, Grandmaster keynotes, Grandmaster workshops, and Academic lectures: Due to time constraints, these sessions are not open to unscheduled questions. In some, there may be an announced time and opportunity to ask questions.*
- *During the Panel Discussion: At the designated time, your question will be previewed by a floor manager.*

Protocol: Addressing a Grandmaster

When addressing or referring to a Grandmaster, please use the title "laoshi" or "master", for example: "Yang, laoshi" or "Master Yang;" "Chen, laoshi" or "Master Chen."

Protocol: Exiting a Venue

- Be sure to gather up all your belongings.
- Dispose of any garbage and litter; place recyclables in the designated area.
- Leave the venue as quickly as possible; minimal lingering about, please.

MEALS

MEALS AT SPALDING – Sunday Lunch through Friday Breakfast only; no evening meals

Spalding's Kosair Dining Hall, 3rd floor Ballroom, reserved for Symposium participants with a ticket
Breakfast Monday July 7 through Friday, July 11, 7:00-8:30 am (buffet closes)

Lunch Sunday July 6 through Thursday July 10, 12:00 noon-1:30 pm (buffet closes)

For all other meals, including Sunday breakfast and Friday lunch, please visit a nearby restaurant.

Single-meal Tickets: Spalding will sell single-meal tickets (these are not date-specific) beside Symposium registration site in the Ballroom during our scheduled registration hours Saturday and Sunday. Cost is \$8 breakfast and \$10 lunch. For tickets, Spalding accepts cash (US Dollars) or major credit cards.

Not at the door: You cannot purchase a meal at the door at Kosair Dining Hall.

RESTAURANTS in the area near Spalding

There are numerous restaurants in this area, including fine dining and casual dining at Fourth Street Live!. See the "General Orientation" map "Louisville Restaurants near Spalding."

Special Note: Sunday evening after the Opening Ceremonies

On Sunday evening, most places nearby will be closed by 9:00 p.m. We're collecting a list of restaurants that will deliver to your residence hall. Cunningham's, at 630 S. 4th St, is open 10:30 a.m.-10:30 p.m.

WELCOME BANQUET: Monday, July 7, Seelbach Hilton Hotel

Cocktails and Cash Bar (not included in your Banquet): 7:15 p.m. outside the Banquet room. Banquet doors open: 7:30 p.m.

Book signing: 7:15 p.m. outside the Banquet room. You may purchase Arthur Rosenfeld's book, "Tai Chi: The Perfect Exercise; Finding Health, Happiness, Balance, and Strength", and the author will sign it for you. \$20, cash only, please.

SILK ROAD BAZAAR: Spalding University Center Ballroom

DVDs, books, music and other items to support the instructional sessions and to enhance your studies. Opens: daily at 8:00 a.m. Sunday through Friday.

Closes: most days at 6:30 p.m. (may be temporarily closed while Symposium sessions are taking place).

Friday: closes at 2:00 p.m.

ACADEMIC POSTER PRESENTATIONS: Spalding University Center Ballroom

Posters are on display—research information by individuals or research teams, illustrating their research methods and outcomes.

TARC BUS SYSTEM: Passes and tickets

- **Pre-purchased TARC Bus Pass:** At Uof L, pick up an envelope with your TARC bus pass (if you pre-ordered a TARC bus pass through the Symposium). This bus pass is good for unlimited rides for 7 days from your first ride. Ride the bus to Spalding for Symposium Registration at Morrison Residence Hall Friday, and to Spalding University Center Ballroom for Registration on other days, and for all events at Spalding and other downtown locations.
- **TARC bus without a pass:** single fare is \$1.75. Drivers do not give change. Ask for a "transfer" that extends the time you can use your fare to ride a bus.
- **TARC #4 Bus** runs between University of Louisville (our two residence halls are very close together and the bus stop is between the two), Downtown, and Spalding University. Every fifteen minutes on weekdays and every thirty minutes on weekends, and every thirty minutes on Friday July 4. This line closes around 11:00 p.m. Cost: \$15 for 10 passes. More information and to order a pass directly from TARC: go to www.ridetarc.org.

Bus to Muhammad Ali Center: In the Louisville summer heat, it's too far to walk! We'll have information for you at the Symposium about transportation to the Ali Center for Friday's Farewell and Friendship Party.

END