



# INSTITUTE FOR CATHOLIC LIBERAL EDUCATION

## **National Conference 2023 Frequently Asked Questions**

Here are some frequently asked questions. If, after reading through these, you still have questions, please contact Megan Fassero at [mfassero@catholicliberaleducation.org](mailto:mfassero@catholicliberaleducation.org).

### **What is the address of the Power Center (for Uber, Lyft, food delivery, etc.)?**

1015 Forbes Avenue, Pittsburgh PA 15282

### **What if I have an emergency?**

Dial 412-396-2677 to access Duquesne's security in an emergency. The non-emergency security number is 412-396-6002.

Feel free to call 911 if needed, as well.

### **What if I have a food allergy?**

All pre-submitted food allergies have been relayed to Duquesne's Food Service team. Look for allergen markers on the buffet lines. If you need a special meal, please contact a member of the Food Service Staff.

### **How do I access the wi-fi?**

Complimentary wi-fi access is available through DUQNet Guest.

Username: catholicedu

Password: ICLE2023!

### **Will you please explain to me how the parking works?**

Conference parking is available in the [Forbes Avenue Parking Garage](#) on Duquesne's campus.

Park on the 8th floor of the garage, and use the [Sklar Skywalk](#) to access the [Dougherty Ballroom](#), our conference venue on the 5th floor of the Power Center.

Upon entering the garage, please be sure to take your ticket. Pay for your parking before going back to your vehicle; you will have a limited time to exit after paying. Pay stations are located on the 1st and 8th floors of the Forbes Garage.

Standard parking permits are available for purchase at the pay stations on-site for \$14 per vehicle per day for over 4 hours of parking, with only one in-and-out privilege.

Discounted parking permits were available for pre-purchase by June 30 for \$10 per vehicle per day for over 4 hours of parking, with only one in-and-out privilege. Pre-purchased permits will be available for pick up at the Conference check-in.

Overnight parking is only available to those staying overnight in St. Ann Hall on campus.

**I am arriving directly from the airport without a vehicle. What should I do with my luggage on the first day of the conference?**

A limited amount of luggage storage is available on the 5th Floor of the Power Center. Please see an ICLE team member to access the luggage storage room.

Note that early check-in is available for those staying in on-campus housing. Please consider checking in early and dropping your luggage in your room.

**I am leaving directly from the conference to the airport without a vehicle. What should I do with my luggage on the last day of the conference?**

A limited amount of luggage storage is available on the 5th Floor of the Power Center. Please see an ICLE team member to access the luggage storage room.

Note that the check-out time is 1:30 p.m., so please consider leaving your luggage in your room until you are ready to leave.

**I am staying on campus. Will you please explain to me how check-in and check-out works?**

Check-in is available 24 hours a day at St. Ann Living and Learning Center and Des Places Living and Learning Center. The address of St. Ann Hall (for Uber, Lyft) is 1325 Vickroy Street, Pittsburgh, PA 15282. The address of Des Places is 1365 Seitz St, Pittsburgh, PA 15219. Temporary parking is available on Sietz Street while you unload your belongings. Road closures are expected on Vickroy Street throughout the Summer, please adhere to all posted signage.

You will receive your room assignment and room key at the front desk of your assigned residence hall. You will receive an ID Card at check-in that must be used to enter the hall. Upon checking in, please make sure the room key is compatible with the lock and the room arrangements meet specifications. If there are any issues, guests are encouraged to see the front desk immediately.

Check out is very simple! We ask that you remove your items, turn off the light(s) and lock the door of the room behind you. The front desk staff will collect your room key upon leaving. Lost keys are subject to a \$46.00 fee.

### **Is it too late to sign up for a Tuesday night seminar?**

Seminar sign-ups close at 5 p.m. Central on Thursday, July 13. Your next opportunity to sign up is during conference check-in from 1-4:30 p.m. on Monday, July 17.

### **I'm a vendor. May I participate in the (*breakout sessions, seminars, meals, receptions, etc.*)?"**

Yes, vendors are full participants in the conference and can attend any of the events on the conference schedule.

### **How do I know which breakout session is best for me?**

Take a look at the breakout audience codes on p. 9 of the National Conference program. You can attend any session at all, but these codes will help you determine if there is something that is geared specifically to you.

- ALL = suitable for all attendees
- ES = Elementary
- MS = Middle School
- HS = High School
- AD = Administration
- CL = Clergy

### **What do I do during Tuesday's lunch?**

If you are a school leader, you will get your lunch in the Union Ballroom on the 4th Floor of the Duquesne Union, and stay in that room to eat lunch and enjoy the School Leader Panel.

All PK-12 teachers should get your lunch in the Union Ballroom on the 4th Floor of the Duquesne Union, and then proceed up to the 5th Floor of the Union (either via stairs or elevator) to eat. You may collect your drinks on the 5th floor. Once on the 5th floor, look for table signs and sit with your grade band:

- Primary PreK-2
- Intermediate 3-5
- Middle School
- High School

### **Where can I find the bios of the breakout presenters?**

Scan the QR code on p. 5 of the National Conference Program to access the Conference Resource webpage. No password is needed during the days of the conference. After the conference, the page will become password-protected, and you will receive the password via email.

**Where can I find the digital version of the speaker handouts?**

Scan the QR code on p. 5 of the National Conference Program to access the Conference Resource webpage. No password is needed.

**Where can I find *(insert campus location)*?**

Take a look at p. 2 of the National Conference program. There is a map with conference venues marked. There is also a QR code to Duquesne's interactive map, and a QR code to a Google map of the surrounding area.

**Where can I find *(insert vendor name)*?**

Take a look at p. 3 of the National Conference program. There is a list of all of the vendors along with their location in either the Dougherty Ballroom or the Shepperson Suite.

**Is confession available?**

Yes! Take a look at p. 4 of the National Conference program for a complete listing of daily liturgical and sacramental opportunities.

Confession is being offered by the Spiritan Fathers in Duquesne's Chapel of the Holy Spirit each day of the conference.

**Can I visit St. Anthony Chapel, the home of the largest single collection of relics outside of the Vatican, while I'm in Pittsburgh?**

Yes, St. Anthony Chapel is offering special opening hours at the Chapel, Museum, and Gift Shop for ICLE National Conference attendees on Wednesday evening, July 19 from 7:30-8:30 p.m.