



**TRANSFORMING CHAPLAINCY**  
 Promoting Research Literacy  
 for Improved Patient Outcomes

**Chaplain Research Summer Institute  
 Rush University Medical Center (RUMC)  
 Logistics**

**Estimate of institute expenses for a single participant**

Registration	\$600.00
Average cost of roundtrip domestic flights	\$350.00
Ground transport (cabs run ~\$50 one-way between O’Hare and Rush; the Blue Line is \$2.25 one-way) & meals in transit	\$50.00-150.00
UIC lodging for 4-5 nights (see below for details)	\$300+
Meals at Rush cafeteria: 5 breakfasts (\$5-\$10 per meal) & 5 lunches (\$5-\$12 per meal), and 1 dinner off site (\$25-\$50)	\$75-160
Total estimate (note: the total expense will be higher if you opt for a hotel over the UIC option.)	\$1375-1560

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**Registration**

Let Kathy know if you need an invoice prior to registration ([Kathryn\\_Lyndes@rush.edu](mailto:Kathryn_Lyndes@rush.edu); 312.942.0247).

Registration fee: Pay in full \$600 per participant

Payment options: Credit card or check

To pay by check: Make the check to ACPE with a note in the subject line: **July CRSI with participant’s name**. Mail to:

Tiffany Kindred  
 ACPE  
 One West Court Square, Suite 325  
 Decatur, GA 30030

To pay by credit card, please call Tiffany directly ([678.636.6221](tel:678.636.6221)) with your credit card details. The deadline for payment is Friday, May 26. Tiffany will be able to generate a paid receipt for you.

If you have any questions about registration (or CRSI), please contact Kathy.

## Meals

The \$600 registration includes three dinners (Monday, Wednesday, and Thursday) and daily snacks (Monday through Friday). Participants will be responsible for breakfast and lunch during the sessions. Rush University Medical Center (RUMC) has a convenient and affordable cafeteria open from 6:30 am to 3:30 pm. There are also several nearby restaurants to choose from.

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## Parking at Rush

Please see the attached RUMC map for the location of our parking garage. We can offer you a discounted rate of \$8.00 per day (\$16.00 if you park all day & overnight). Please use the Patient & Visitor's Parking. The entrance is on Harrison Street, in between the Orthopedic Building and Armour Academic Center; please do not use the employee entrance on Flournoy Street.

*Let Kathy know if you are interested in RUMC parking so she can have sufficient discounted chaser cards on hand.*

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## Schedule and Venue

Forthcoming

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## Lodging

Here are only a few options available near RUMC. If you decide to stay at another location for your stay, let Kathy know for future event planning.

### Nearby Hotels

- 1) [Crowne Plaza Chicago West Loop](#) is located at 733 West Madison, about a 30-minute brisk walk from RUMC Searle.  
Front desk: 1.312.829.5000  
Email: [info@thechicagometro.com](mailto:info@thechicagometro.com)
- 2) Located at 625 South Ashland Avenue at Harrison Street, the [Chicago Marriott at Medical District/UIC](#) (312.491.1234) is only a few blocks walk from RUMC Searle Conference Center.

Airbnb <https://www.airbnb.com/>



## **Lodging, *continued***

UIC Housing - \$54/night  
Single Student Residence  
809 South Damen  
Chicago, IL 60612

The least expensive housing option that we could find is offered through the University of Illinois at Chicago (UIC). It is within walking distance of RUMC.

Notes: This is a new arrangement with UIC who does not function like a typical hotel. We have had one guest stay at one of UIC's guest houses who found it "modest, clean and friendly."

Kathy is the liaison between UIC guests and Brett Bennett, UIC Affiliate Housing Coordinator (312.355.6310; [bbenne8@uic.edu](mailto:bbenne8@uic.edu)). Brett's contact details are listed here as a backup, but if you have specific questions about UIC lodging, please contact Kathy, and she will look into it.

The reservation process:

If you opt for staying at UIC Housing SSR, let Kathy know the following. Do you:

- 1) Have a roommate preference?
- 2) Want Internet?
- 3) Want parking?

Brett will generate an online payment link, which Kathy will send to you. You will use the link to pay for your lodging. After all payments have been received, Brett will send Kathy a roster of room assignments, which Kathy will forward to you along with UIC's check-in policies.

***Full payment is required prior to arrival.***

For pictures, visit: <https://www.housing.uic.edu/halls/ssr/index.php>

The Single Student Residence (SSR) offers private bedrooms in a three-bedroom apartment. Each bedroom in the apartment has its own lock and key. There is a shared kitchen/living space. The option to upgrade to a private apartment is not possible. Brett assigns space by gender unless you request an apartment-mate.

UIC provides standard linen in the daily room rate (blanket, pillow, pillowcase, sheets, towels, and a washcloth), hand soap and a drinking glass. Each room is equipped with single beds, desks, and chairs. Wheelchair access rooms are also available. Rooms are not cleaned on a daily basis; however, daily housekeeping of public areas is provided and bathrooms are cleaned thoroughly at least once a week. Any additional housekeeping services may be arranged for a fee.

Vending/laundry/kitchen facilities are located in SSR. The common area/kitchen is very limited, and guests must provide their own cooking/microwave utensils. To use the laundry service, guests will have to contact laundry in advance.



UIC Housing, continued

Recreational facilities are located near the Student Center on campus. Admission is by prior arrangement only for a daily fee of \$15 per person.

UIC does not provide Internet access in individual rooms *unless arranged in advance*. Parking, too, has to be arranged in advance. See below for instructions for signing up for parking and internet.

Smoking is prohibited in the residence hall and campus buildings.

Brett stresses that guests will not be able to check in to their rooms if they have not paid for their lodging ahead of time.

Parking at UIC Housing - \$37/week

Rate sheet: [https://parking.uic.edu/rates\\_fees/](https://parking.uic.edu/rates_fees/)

You have two options for getting your swipe card:

- 1) You can pay for and pick up your swipe card on Monday, July 24 from:

UIC Parking  
1100 South Wood Street, Room 122  
Chicago, IL 60612

We think there will be time at lunch on Monday for you to walk to UIC Parking.

My contact there is:

Olga Pineda, Manager of Customer Service  
Ph: 312-413-5805

Please give her the name of our event: **Program: Chaplain Research Summer Institute**. Ms. Pineda prefers option 1, but is willing to make an exception (option 2) given our conference schedule if you prefer to arrange for the swipe card ahead of time.

- 2) You can request that the swipe card be mailed to you if you leave sufficient time for mail service.

Please complete a check to UIC Parking in the amount of \$37 with memo **Program: Chaplain Research Summer Institute, July 23-28**.

Complete the highlighted portion of the attached form and mail both the form and check to the above UIC Parking address, in care of Olga Pineda. They cannot accept credit cards over the phone.

**Important Parking Instructions**

Regardless of which method you select, when you arrive on Sunday, you will need to park in the visitor lot, Paulina Street Structure (915 South Paulina). On Monday, you will move your car to the lot that is assigned to this group, the Wood Street Parking Structure at 1100 S Wood Street (the Wood Street Parking Structure is closed on the weekends). Please do not try to move your car to the Wood Street Parking Structure until you have your swipe card unless you do not mind paying the \$13 visitor fee when you exit the Pauline Street Structure.

Internet at UIC Housing

Please let Kathy know if you are interested in Internet by May 31.

- 1) A one-time \$10 per person weekly fee will be added to your bill that you pay for upfront.
- 2) Kathy will forward your Internet code along with your room assignment.

12 May 2017

