

UKC-2003 REGISTRATION FORM

August 8-10, 2003 Pasadena, California Registration Deadline: June 15, 2003

Fill out and Fax to: UKC-2003 Secretariat (703) 748-1331 (or Mail to KSEA: UKC-2003 Secretariat, 1952 Gallows Rd., Suite 300, Vienna, VA 22182 or e-mail to symp@ksea.org).

Name:

Mr. Mrs. Dr. Prof. ____ First & Middle: _____ Last: _____

Korean name: _____

E-mail: _____ Tel: _____ Fax: _____

Present Employer:

Position:

Preferred Mailing Address (Check: Home Office):

City, State, Zip:

If a Speaker, Identify your Symposium: _____ Session _____

Are you KSEA member? (Yes or No): If Yes; Chapter name: _____ Membership No.: _____

If No: Please use the membership application form available on www.ksea.org if you wish to join KSEA.

Requested travel expense subsidy: \$ _____

Your payment of July 2003 – June 2004 membership due is required for the travel expense subsidy:

Amount: \$ ____ (Membership fee: Regular member - \$35; Graduate & Research Associate - \$15; College - \$10; Korea Resident - \$50)

UKC-2003 Registration Fee \$100 (includes lunch & dinner for two days, 8/8~8/9),

Free Registration for student members

Total payment: \$ _____

Credit Card (Check one): Master Card Visa Signature: _____

Card No.: _____ Expiration Date (Month/Year): _____

Name of accompanying person:

Who will attend the welcome reception on August 7, 3pm?: _____

Who will take the industrial tour on August 8(tentative)?: _____

Who will attend the banquet on August 8, 6:30pm?: _____

Who will attend the banquet on August 9, 6:30pm?: _____

Who will attend the closing ceremony on August 10?: _____

Education and Professional Background (reverse chronological order, listing the most recent one first.)

Education (Year, Degree, Institution;): or Attach your CV.

Specialty Areas – Codes: ____ Brief Descriptions:

Employment History (Year, Position, Employer;

* Conference Housing at Marriott(see the last page for UKC-2003 Reimbursement Policy)

Conference Housing at Caltech: Need a room(share base)-Mark X and fill out the form below

August 7th Thursday Night (), August 8th Friday Night (), August 9th Saturday Night (),

CALIFORNIA INSTITUTE OF TECHNOLOGY
Undergraduate Housing Office
Mail Code 1-56
Pasadena, California 91125-5600
Phone: 626-395-6176 / Fax: 626-796-4743
URL: <http://www.its.caltech.edu/~housing/undergrad/>

2003 UKC – SUMMER CONFERENCE HOUSING: APPLICATION AND LICENSE AGREEMENT*
Please note: A **\$50.00** deposit, and signed license agreement is required to process this application.

SECTION 1 – PERSONAL INFORMATION: *Please **type** or **print clearly**, illegible applications will not be processed.*

Name: _____ Gender: Male Female Date of Birth: ____/____/____

Email address: _____ Phone: _____ Home Phone: _____ Work _____

Current Address: _____
Street City State Zip Code Country

Permanent Address: _____
Street City State Zip Code Country

SECTION 2 – CALTECH / JPL RESEARCH PROGRAM INFORMATION (if applicable):

Mentor's Name (Professor): _____ Caltech Division / JPL Group: _____

Mentor's Email address: _____ Phone Number/Extension: _____ Mail Code / Stop: _____

SECTION 3 – DATES OF STAY:

Arrival time is no earlier than 12:00 p.m. on the specified arrival date and checkout is no later than 12:00 p.m. on the specified departure date. Summer conference housing for UKC is only available between ***August 7, 2003*** and ***August 10, 2003***.

SECTION 4 – HOUSING RATES:

All Program residents will be housed in Avery Doubles. The state of California and the city of Pasadena require taxes on short-term stays.

Room Type	Daily Housing Rate	Pasadena Occupancy Tax	California State Tax
Avery House Double – Two beds, Shared Bath, Community Kitchen, Air Conditioning.	\$38.00	12.11%	8.25%

The housing rates are effective from ***June 16, 2003*** through ***August 22, 2003***. Rates are subject to change without notice.

SECTION 5 – ROOMMATE PREFERENCES:

Please rank preferences (1, 2, 3, etc.) in order of importance in determining a compatible roommate.

_____ I prefer a quiet environment.
_____ I consider myself a neat person.
_____ I normally go to sleep at: _____.

_____ I prefer a noisy environment.
_____ I do not consider myself a neat person.
_____ I normally wake up at: _____.

Indicate name of preferred roommate, if any:

Medical condition(s) affecting room assignment:

SECTION 6 – PAYMENT PROCEDURES:

A deposit of **\$50.00** is required to process this application (please refer to the License Agreement for exception to this fee.)

Please make check or money order payable to: **Caltech**

Payment Type: Personal Check Cashier's Check Money Order Credit Card Caltech / JPL Account

If paying through a Caltech or JPL Account, please provide number:

I authorize Caltech to charge the amount of \$_____ to my credit card: Visa Master Card Acct #:

Card Expiration Date: _____ Cardholder Name _____ Signature _____

Caltech Summer Guest Housing: License Agreement 2003

Your signature on this license agreement, or your acceptance of an assigned space, signifies agreement to and acceptance of all the terms of this license. Please read and understand your license agreement.

- **Licensee:** An individual or group that desires summer housing in Caltech dorms or other housing facilities for official Institute business only.
- **The Institute:** Owns and operates dorms and other housing facilities during the summer months for official Institute/JPL business only.

1. LICENSE

The Institute grants to the Licensee a license to use the facilities herein under the terms and conditions of this agreement. The parties mutually agree that nothing herein shall create a tenancy, that it is the intent of the parties here to agree to the use by the licensee of certain facilities of the Institute and that the term hereof shall create a license only, and that at all times relevant to this agreement the parties shall stand in relation one to the other as Caltech or The Institute –Licensee, and Landlord Tenant laws will not apply. The Institute shall select and may change at anytime, at its sole discretion, the space to which you will be assigned and the furnishings, features, and other occupants of the room. The Institute reserves the right to reassign licensee. If you request a type of accommodation that is not available, you will be assigned to and charged the rate for alternative accommodations chosen by the Institute. Roommate requests based upon race, color, religion, sexual orientation, physical characteristics or national origin cannot be accepted. A meal plan is included in this license agreement at an additional fee. There are no exceptions to this.

2. LICENSE PERIOD

Summer housing is available and licenses are issued only from **June 16, 2003** through **August 22, 2003**. **If accommodations are needed prior to June 16 or after August 22, 2003 it will be the responsibility of the Licensee to make other housing arrangements.**

The License expires at noon on the end of your scheduled departure date unless other arrangements are made. Stays for less than 30 days will incur a 12.11% Pasadena Occupancy Tax along with applicable state tax (city and state tax rates are subject to change without notice.)

3. ELIGIBILITY

Summer housing is available for individuals or groups that participate in official Institute/JPL business. Undergraduate dorms are primarily for undergraduate students.

4. CANCELLATIONS

No refunds of the initial **\$50.00** deposit will be made after the Licensee has moved into the dorm. All cancellations must be received prior to check-in, and must be in writing no later than 14 days prior to arrival. Deposits are forfeited after the 14th day prior to arrival.

5. ROOM ASSIGNMENTS

Space must be occupied by the summer resident to whom it is assigned and may not be sublet to any other person. Licensee assigned to a single room may not have roommates. Summer housing is not provided for families or couples. Licensee is not allowed to have overnight guests.

6. ROOM CHANGE REQUEST

Room changes will not be permitted throughout the summer months. The Institute makes exceptions only in emergency situations, as determined by the UG Housing Office.

7. EXTENSIONS / EARLY DEPARTURES

Request for extensions/early departures during the summer housing period must be submitted in writing to the Housing Office one week prior to requested date. Request for extensions are subject to approval and are based on space availability. If space is not available, it is the Licensee's responsibility to find housing.

8. TERMINATION OF LICENSE

The Institute reserves the right at any time, in its sole discretion to terminate this license, to suspend you from summer housing, to postpone or cancel the assignment of any space, or to postpone the commencement of the License period **(A)** if you fail to pay any sum due under the License when due, violate any other term of the License, cease to be eligible for summer housing, or fail to occupy or improperly vacate assigned space; **(B)** if the assigned space is unavailable for dorm use or unusable due to any damage, construction, renovation, or repair or **(C)** for any other reason that the Institute, in its sole discretion, deems good cause. If this License is terminated because of your failure to perform any of your obligations under this License, you will continue to be responsible for all fees due under or as a consequence of this License for the entire original License Period.

9. FEES AND PAYMENTS

A **\$50.00** deposit must accompany your application and signed license agreement, **with the exception of students arriving from foreign countries**. Payment can be made with a Visa, MasterCard, Check or Money Order – Cash is not accepted in the UG Housing Office. Checks are to be made payable to **Caltech**. Payments may be made in **three installments** 1). **\$50.00** deposit sent with application. 2). Half or all of the remaining balance due no later than **July 7, 2003**, or within the first 21 days of your stay. 3) Remaining balance due no later than **August 8, 2003, or the last day of stay – whichever date comes first**. A **\$30.00/month** discount is given if entire balance is paid in full by second installment date or the first 21 days of stay. The Housing Office **only** accepts Visa, MasterCard, Checks, Money Orders, traveler's checks in U.S. funds or Department Account numbers as forms of payment. Cash payments may be made at the Cashier's Window, but it is the responsibility of the Licensee to bring a copy of the receipt to the Housing Office.

Please note it is your responsibility to pay for all summer housing **prior to departure**. If your University will be paying your housing/dining fees, **prior arrangements must be made with our Office**. There will be a **\$25.00** fee for returned checks.

Guests will be issued a room key upon check-in. There will be a **\$25.00** fee for lost keys, or keys not returned to the UG Housing Office.

10. OCCUPANCY AND USE

The housing space must be occupied by the licensee to whom it is assigned, and may not be sublet to any other person. A licensee assigned to a single occupancy room may not have roommates. Room assignments are only valid for those who have a signed application and lease agreement on file with the Undergraduate Housing Office. Housing is not provided to families or couples.

11. ALCOHOLIC BEVERAGES, DRUGS, FIREARMS, AND DAMAGES

(A) The serving and consumption of alcoholic beverages on campus shall be restricted to the dorms. The laws of the state of California specify that it is a misdemeanor for any person to sell, furnish, or give alcohol to any person under 21 years of age. **(B)** The use or possession of illegal drugs on the campus is prohibited. Federal and State statutes specify that persons involved in the use, sale, or distribution of illegal drugs are liable to criminal action, including arrest, fine, and imprisonment. **(C)** The use or possession of firearms, including air-type weapons on campus is strictly prohibited. **(D)** Any damage caused as result of acts of omission from the Licensee shall be repaired at the expense of the Licensee. The Licensee shall reimburse the expense for the repair to Caltech, who retains sole responsibility for the repair.

12. FIRE SAFETY

Licensee shall not maintain, possess, transport, or use any dangerous chemicals or highly flammable materials (e.g. gasoline) in dorms or any other housing facilities for any purpose. Furniture, bicycles, or other objects must not block or impede the use of hallways, steps, or doors. Motorcycles may not be parked within any building. Fire doors are to be kept closed.

13. APPLICABLE LAW

The laws of the State of California govern this License Agreement.

14. INSTITUTE RIGHTS

Caltech's authorized agents shall have the right to entry upon premises at all reasonable times for the purpose of inspecting, maintaining, or repairing the premises. **During the summer months many renovations will be taking place**. Caltech reserves the right to reassign residents after timely notification to accomplish necessary repairs.

15. HONOR CODE

The Honor Code governs the behavior of each individual at Caltech. This code simply states that one shall not take unfair advantage of another individual. This statement is short and simple, but it holds strong implications in a very broad range of issues. Summer guests are expected to abide by the Honor Code while at Caltech.

16. CONDUCT

Licensee shall be cognizant of the provisions of the state and federal laws concerning liquor and drugs. Possession or use of firearms, explosives or fireworks is expressly forbidden while on Institute property. Licensee is not allowed on rooftops or on outside ledges of the houses.

17. CHECK IN / CHECK OUT PROCEDURES

(A) Check-in time will be no earlier than 12 Noon on the specified arrival date unless other arrangements are made. Keys will be issued at the Undergraduate Housing Office. **(B)** Check-out time will be no later than **12:00pm** on the specified date of departure unless other arrangements are made with the Undergraduate Housing department. All keys, and any conference cards issued, must be

returned. Keys are the sole responsibility of the Licensee. Failure to return keys will result in a **\$25.00** fee. These charges will be forwarded within 45 calendar days of the checkout date.

18. MAIL SERVICE POLICY

Licensee can have mail sent to them while at the Institute. However, **prior to departure**, it is the responsibility of the licensee to forward all mail. This can be done at Mail Services (building 6, x6371).

19. PARKING

Parking space on campus is extremely limited, and a permit is required. Arrangements for parking permits should be made with Campus Parking Department prior to your arrival. They can be contacted at (626) 395-8877 or www.caltech.edu/CIT_Parking/home.

20. CONDITION OF PREMISES

Summer residents have the responsibility for the care and condition of their rooms. Licensees whose rooms require extra cleaning by our staff will be charged for additional services. It is the responsibility of the newly arrived Licensee to inventory rooms and report any damages to the Facilities Maintenance staff. Licensee shall not alter the room or furnishings in any way without prior consent from the Undergraduate Housing Office. When you vacate your room, you must remove all personal belongings and leave the room and any furnishings in the same condition when you commenced occupancy. Items left behind after license has terminated shall be treated as abandoned property and will be disposed of by the Institute. Any cost associated with disposal shall be the responsibility of the Licensee.

21. ROOM CLEANING

Rooms will be cleaned by custodial staff every other week and will include vacuuming, light dusting, emptying of trash, and cleaning of sink area. Scheduled times will be posted in the houses and the Custodial Supervisor will leave a reminder notice under your room door. Please pick personal belongings off of the floor so the room can be cleaned and vacuumed. Rooms not ready for cleaning will be skipped and will not be cleaned until the next scheduled date. It is the responsibility of the licensee to put all valuables away and lock the door. The room shall be locked after the cleaning service has been completed. Licensees whose rooms require extra cleaning will be charged for additional services.

22. PETS

Summer Guests are not allowed to have pets.

23. SUMMER DINING SERVICES

Dining facilities at Caltech do not accept credit cards, or any type of payment except cash (in U.S. currency) and dining cards.

24. PERSONAL PROPERTY

The Institute does not insure Licensee's personal property. **Licensee assumes all risk of personal property in Institute Housing or any facilities managed by the Undergraduate Housing Department.** The Institute will not reimburse for items that are lost or stolen.

25. MEDICAL FACILITIES

The Caltech Health center is not able to treat non-Caltech students. Please consult your personal health insurance program for specific procedures for medical care while at Caltech.

26. HOUSE FACILITIES

Summer guests are not allowed to use the House computer rooms and other rooms designated by the individual House. Noncompliance is a violation of the Honor Code.

27. SIGNATURE OF LICENSE AGREEMENT

I have read and agree to the terms and conditions on pages one (1), two (2) and (3) three of the Caltech Summer Housing Application and License Agreement.

Signature

Date

Print Name



Conference Housing at Marriott: Need a room(Mark X)

Please send this form with the registration form. KSEA will make a reservation and will send you a confirmation note.

Marriott reservations
Courtyard Los Angeles Old Pasadena, 180 North Fair Oaks Avenue, Pasadena, CA, 91103
Tel: (800) 321-2211 or (626) 403-7600.

Date	Double(share) Room	Single Room
8/7/03 Thursday Night		
8/8/03 Friday Night		
8/9/03 Saturday Night		

Domestic Travel Expense Policy

For the UKC-2003
Applicable to Everyone

- A. Transportation Cost
Only air fair will be reimbursed based on: Airfare or other inter-city transportation – Least expensive published airfare at the time up to maximum \$300 (West coast), \$450 (East coast). Please make your own reservation at least two weeks in advances.
Local transportation – Will not be reimbursed.

- B. Lodging Cost
Lodging should be arranged through the Headquarters. Otherwise, the maximum lodging cost will be equivalent to the cost arranged by the HQ. Standard policy is a double occupancy if the single room rate is over \$65 including all taxes (except for a medical reason).

- C. Meal Cost
No Meal cost will be reimbursed. However, most of the meals during the Conference will be supplied.

- D. Other Business Related Expenses
Require the approval of the finance director
- Covered items: Business related telephone calls/fax/xerox

Transportation Information

From LAX to Caltech

From Los Angeles International (LAX) airport, Claim your luggage then step out to the van stop at the outer island and contact SuperShuttle Guest Service Representative to arrange a van to **Pasadena**. Tell the driver the destination to be **"Caltech Stop 1"**. The fare is \$16.00.

From Caltech Stop 1 to LAX

Depending on each individual's return schedule, arranging van service could be made by calling Supper Shuttle (Tel: 909-984-0040). The KSEA Conference Secretariat could also arrange transportation for group of seven people. The group rate is \$10 per person.