

## Information for Thompson Conference Center Guests

Main Phone Number for TCC: 512-471-3121.

Messages for attendees of programs held at TCC may be left at this number. Messages will be posted on the Message Board across from the first floor elevators.

TCC Guest Fax Number:

M-F 8:00 a.m. - 4:00 p.m. - 512-232-3425

Other Days/Times - 512-232-7033

Incoming faxes are charged at \$1.00 per page. If an attendee needs to receive a fax while at the TCC, it is helpful if the sender will note the name of the program being attended by the addressee.

Courtesy phones are located on the first, second and third floors of the TCC. Please limit calls on the courtesy phones to 5 minutes or less.

The TCC Business Center is available to clients Monday through Friday from 8:00 a.m. to 6:00 p.m. and from 8:00 a.m. to 2:00 p.m. Saturdays and Sundays. The Center has complimentary use of 5 computer stations. The computers are equipped with MS Office Suite software and have internet access. You can print black and white pages for a nominal fee Monday through Friday from 8:00 am until 4:30 pm. A typewriter and work area are also provided at no charge for clients.

The TCC Dining Room, *Under the Oaks*, is open from 7:30 a.m. to 2:00 p.m., Monday through Friday. Snacks and beverages are served from 7:30 a.m. until 2:00 p.m. Breakfast is served from 7:30 a.m. until 10:00 a.m., and lunch is served from 11:00 a.m. until 2:00 p.m.

Soft drink and snack vending machines are available on the first floor near the Conference Office.

\*\* Please note that outside food and beverages are not permitted at TCC. \*\*

The Thompson Conference Center has limited complimentary parking in UT Lot 40 located on the southwest corner of Red River and Dean Keeton (26th) St. Fee parking is available in the UT Manor Parking Garage at the corner of Clyde Littlefield and Robert Dedman Dr. (immediately east of Memorial Stadium). A special, reduced parking rate of \$4.00 per day is available on most weekdays for the Manor Garage by following these steps:

- Bring your Manor Garage parking ticket to the TCC Lobby Reception Desk between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday to receive a voucher.
- Present your ticket and voucher to the garage attendant at the walk up window on the second level of the Manor Garage to receive the \$4.00 per day parking rate.

Handicapped parking is available near the TCC service yard (entry off eastbound Dean Keeton) and also on Robert Dedman Drive.

An ATM (University Federal Credit Union) is located in the Lobby on the first floor of TCC.

Due to security concerns, we regret that we are unable to store personal items for Conference Center guests. This includes luggage, backpacks, briefcases, and computer equipment.

The Lost and Found is located on the first floor of TCC in the Business Office. Business Office hours are 7:30 am - 4:30 pm Monday - Friday. If you need assistance beyond regular business hours, please contact the Conference Office staff.