



**Banff International Research Station**  
for Mathematical Innovation and Discovery

# BIRS GUEST ARRIVAL INFORMATION

For inquiries about the programs, workshop schedules, attendees, arrival/departure information, please check out [www.birs.ca](http://www.birs.ca) or send an email via [help@birs.ca](mailto:help@birs.ca)



# OUR TOP PRIORITY IS CARING FOR YOU

BIRS in partnership with the Banff Centre, welcomes you to campus!

At Banff International Research Station, the wellbeing and safety of our loyal and valued guests- organizers and participant, and colleagues is our highest priority. We are committed to keeping these key stakeholders safe and healthy when visiting our food and beverage venues, staying in our accommodations, and attending workshops conducted in TCPL.

This guest information brochure is designed to provide an overview of our key health and safety requirements, as well as answer any questions you may have with regards to facilities and operations. You are expected to follow the procedures in a manner that protects your own and others health and safety by complying with Health & Safety Legislation and internal company Policies, Procedures, and Guidelines.

We hope you enjoy your stay!

**Dr Malabika Pramanik**

Director of Banff International Research Station

Banff International Research Station  
107 Tunnel Mountain Drive  
The Banff Centre, Banff  
AB T1L 1H5, Canada

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# GUEST ARRIVAL EXPERIENCE

Upon arrival, please proceed to check-in desk located at PDC (Professional Development Centre) at the Banff Centre, where you will be issued a key, name tag and other relevant information pertaining to your stay. All of our guests will be assigned a single occupancy room (with king or queen bed) in either PDC or the Lloyd Hall buildings (under discretion of the Banff Centre and availability). Remote check-in and check-out will be an option.

If you are planning to arrive early, leave late or bring a guest, please contact us for more information on [help@birs.ca](mailto:help@birs.ca) - we will be happy to provide you with the other room options, upgrades and rates currently set by the Banff Centre.

Wearing a mask or face covering is required for all guests over the age of 3 while indoors on the property per local mandate order (with the exception of while eating or drinking or presenting the work during the workshop).

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## PUBLIC AREAS

- All required physical distancing guidelines to be followed for high volume areas such as elevators, queues for check-in and Food & Beverage venues and all building entrances
- Visible signage in all public areas with health and hygiene reminders including local face mask mandate.
- Use of antibacterial and Ecolab disinfectant products throughout all of the buildings on campus, including touchless hand sanitizer stations, sanitizing wipes, and antibacterial hand soap in all restrooms.

## GUESTROOMS

- Stayover Housekeeping service and turndown service is offered upon request only.
- All in-room collateral has been removed with the exception of the Information guide (a paper copy which will be replaced after each guest checks out).
- Enhanced focus on disinfection of all guest room touchpoints, plus the continuation of extensive training and auditing.
- Continued use of EPA-registered disinfecting chemicals, proven effective in preventing the transmission of COVID-19.

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# MEETING ROOMS

All of the meetings/workshops will be held at Trans Canada Pipelines Pavilion seminar room 201 on the main level. We recommend spacing yourself 6ft/2m apart. Masks are mandatory whilst indoors on campus grounds. You are permitted to remove the mask whilst presenting the talk and whilst seated in the dining room/f&b outlet.

Please maintain a safe distance from other participants/conferences in attendance in common areas. All the technology instructions, pertaining to the workshop, will be given the morning of the first day of the conference.

We also provide the following amenities in the TCPL building:

- Coffee/refreshment breaks served twice a day
- Washrooms on the lower level
- Espresso machine (on cash honor basis)
- Printer/copy machine/desktop computer access
- Soft seating area with coffee side tables
- Standing cocktail tables in the lobby area
- Double sided white board (6x4ft)
- Flipchart
- Hand sanitizing station
- 4 smaller conference rooms for work in private or with another person in your cohort
- Laser Pointer, laptop computer, chalk in 201
- Notepads and pens

Please note that Corbet Hall Lounge and Reading Room (Library) are currently closed until further notice. We will extend the opening hours of TCPL building which you can use after-hours for informal gatherings. However, no outside food and beverage is permitted after hours (past 5pm) in this building.

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# COFFEE BREAKS & MEALS

Coffee breaks with light snacks will be served twice daily, except on Wednesday and Friday (only AM break on these days) in TCPL foyer. All the food during coffee breaks will be individually pre-wrapped, whenever possible. Coffee, tea, water will be provided on self-service basis 8:30am-4:30pm. To go cups will be available as alternative option to regular cups and crockery.

All the regular meals will be held at the Vistas Dining Room (Sally Borden Building), with tables of 6 spaced apart. Limited buffet options will be set up, where the culinary team will be assisting in plating your meals.

Maclab Bistro at the Kinnear Centre is available as alternative option for after dinner talks, gathering space, meals and drinks. Please check Banff Centre's website for hours of operation for the below dining options:

- o Vistas Dining Room
- o Maclab Bistro

All Food & Beverage venues operate with reduced seating capacities to allow for physical distancing requirements between each seated group of guests. They will provide contactless payment in all Food & Beverage venues and at the front desk. Digital menus (via QR code) are available at the Maclab Bistro. All silverware rolled individually and all condiments to be disposable single-serve use or disinfected between use.

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# EMERGENCY CONTACT

You can dial “0” from any in-house phone to be connected to the in-house staff of the Banff Centre 24/7. Security team on site can be paged in case of a medical emergency.

If it is pertaining to in-house BIRS workshop directly, please email:

BIRS station manager at [birsmgr@birs.ca](mailto:birsmgr@birs.ca)

or

BIRS station facilitator at [birs-facilitator@birs.ca](mailto:birs-facilitator@birs.ca)

Or come see us in person during office hours (Mon-Fri, 8:30-4:30pm) in TCPL (office 103, 104). For any other BIRS related inquiries, please email [help@birs.ca](mailto:help@birs.ca) and will get back to you as soon as possible

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Please note that we will continuously refine and update BIRS safety protocols in collaboration with the Banff Centre, based on the ever-changing environment and new guidelines by government agencies, to ensure that we remain a leader in our industry for both our guest and colleague health and safety.

We are certain that the coming weeks and months will continue to educate us and we look forward to sharing ideas and updates as we navigate forward together through this constantly evolving unfamiliar territory.

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