



GENERAL INFORMATION FOR PARTICIPANTS

We look forward to being together in person and welcoming you to the 37th session of the Buttimer Institute of Lasallian Studies to be held June 23 – July 6, 2024, at Manhattan College. Manhattan College is within the boundaries of New York City and is easily accessible via Van Cortlandt Park – 242nd Street, the last stop on the MTA subway's #1 train. What follows is important information as you prepare for an outstanding professional and personal formation experience.

EXPECTATIONS

The Buttimer Institute is a learning and spiritual community in which participants grow and support one another not only in their Buttimer groups, but also in the larger Buttimer community. **Attendance in class, practicum sessions, Mass, prayer services and socials is expected. Your attendance in all activities is essential to your Buttimer experience and supports members of your group, as well as members of the entire Buttimer community. If you cannot make this commitment, please reconsider your participation in the Institute.**

PROGRAM SCHEDULE

Please see the Buttimer Institute draft schedule by [clicking here](#). Elements of the program include: the opening banquet and orientation (Sunday, June 23), the middle weekend during which you have time to explore and enjoy New York City (June 29-30), and a graduation Mass and closing banquet (Friday, July 5). Most days are filled with classes, followed by time for reading and studying. Woven into the program is significant time for prayer and reflection, as well as opportunities for socializing and creating community.

FACULTY AND STAFF

Great care has been taken to select the faculty and staff who will guide and assist you and your fellow students throughout the course of the Buttimer Institute. **Dr. Timothy Gossen** and **Brother George Van Grieken, FSC** will teach classes for Buttimer I; **Dr. Greg Kopra** will teach classes for Buttimer II; **Brother John Crawford, FSC** and **Brother William Mann, FSC** will teach classes for Buttimer III.

ATTIRE

Definitely casual! July is the hottest month in New York, with the average high temperature 84°F/28°C and the average low temperature 69°F/20°C. Summers are generally hot and humid. A light jacket or sweatshirt might be needed for an unseasonably cool day or evening. Comfortable shoes are a necessity, as getting around campus entails some walking (New York City requires more)! Participants should wear "business casual" for the graduation Mass and closing banquet. Members of Buttimer III are encouraged to wear more formal attire for their graduation Mass and closing banquet.

HOUSING

Participants will be housed in the newly renovated Horan Hall at 4381 Post Road, Riverdale, NY 10471. Horan Hall is comprised of apartment style and suite style living. Buttimer participants will be housed in the single occupancy (one person per room, sharing an en-suite bathroom) apartments. Horan Hall is air-conditioned and

has complimentary Wi-Fi. Horan Hall does not offer accommodations like a hotel. We encourage you to bring a desk lamp and other personal items you may need for your room.

A pillow, blanket and linens will be provided for your stay in Horan Hall. The wrapped linen packet includes a fitted sheet, top sheet, pillowcase and bath towel. Linens will NOT be changed during your stay. We encourage participants to take advantage of the free washers and dryers that are available on each floor of Horan Hall for your personal laundry, and your linens if needed. Detergent will be provided by the Buttimer Institute. Participants should bring additional bath towels, washcloths or hand towels, if desired, as these items are not provided by the college. The color of all linens provided by Manhattan College will be white. Therefore, if you choose to bring your own towels, etc., please bring a color other than white so you may easily differentiate the two.

Please keep noise to a minimum and be respectful of others, especially at night and after socials. Loud noise may disturb others who might be reading for class, enjoying quiet time or sleeping.

Upon arrival, you may check into your room beginning at 11:00 a.m. EDT on Sunday, June 23, 2024. Departing, you must vacate your room by 1:00 p.m. EDT on Saturday, July 6, 2024. As part of the check-in/check-out process, door combinations, ID cards, and further details will be provided to you for your assigned Horan Hall accommodations.

WIRELESS INTERNET ACCESS

Complimentary Wi-Fi is available throughout campus, including in guest rooms, classrooms and the dining hall, without the need for a password.

JASPER CARDS

All Buttimer participants will receive a Jasper Card upon check-in. The Jasper Card is a non-photo ID card that will include the name of the program and the participant's first and last name printed on the front of the card. The card allows access into the assigned residence hall and Locke's Loft Dining Hall. A \$20.00 fee, per occurrence, is applied for the replacement of any Jasper Card during your stay at Manhattan College. You are NOT required to return your Jasper Card at checkout.

COMPUTER CENTER AND LIBRARY SERVICES

The library is open and available during the summer months: Monday, June 24 through Friday, June 28 from 8:00 a.m. to 8:30 p.m. EDT, Monday, July 1 through Wednesday, July 3 from 8:00 a.m. to 8:30 p.m. EDT, Thursday, July 4 from 8:00 a.m. to 2:00 p.m. EDT, and Friday, July 5 from 8:00 a.m. to 12:30 p.m. EDT. Meeting rooms, computer labs and study rooms are located in the library and may be requested for private use.

MAIL AND PACKAGES

There is a mailroom located on the lobby floor of Horan Hall. The hours of operation are Monday through Thursday from 9:00 a.m. to 4:30 p.m. EDT. The mailroom is closed Friday, Saturday and Sunday. Please feel free to ship yourself a box of items that you don't want to carry in your luggage. Packages should arrive between **Monday June 24** and **Tuesday, July 2**. To streamline the logistics of shipping and receiving, all mail/packages should be addressed using the format below:

**Participant's Name
Buttimer Institute
Attn: Conference Services
4513 Manhattan College Parkway
Riverdale, NY 10471**

EARLY ARRIVALS AND LATE DEPARTURES

Manhattan College has limited availability for overnight accommodations beginning the evening of Thursday, June 20, 2024. Late departures may NOT extend past Tuesday, July 9, 2024. Early arrival and late departure fees will be assessed based on the overall number of guests and dates of stay. **Anyone needing to arrive before June 23, depart after July 6, or interested in bringing a guest must complete the Special Request Form and submit payment online by Friday, May 24, 2024. The 2024 overnight rate for single occupancy is \$60.00 per person, per night.** The Special Request Form will be emailed to all registered participants by May 10, 2024. It is the participant's responsibility to cover all costs. No exceptions will be granted, nor will the deadline be extended.

Christian Brothers Conference will grant refunds for early arrival or late departure cancellations received on or before Friday, May 24, 2024, less a \$50.00 administrative fee and a credit card processing fee. No refunds will be granted after May 24, 2024. Cancellation notices must be in writing and sent to Phil De Rita at pderita@cbconf.org. Checks will be mailed within three weeks of receipt of the written request.

TRAVEL TO AND FROM MANHATTAN COLLEGE

Please click [here](#) for helpful information on getting to Manhattan College. Click [here](#) for a map to assist in getting around Manhattan College.

PARKING

Parking is available in the parking garage on campus at no charge. You must request a parking permit in advance by completing a parking form that will be emailed to you after registration closes. Parking permits will be handed out at the time of check-in.

RECREATION

Buttimer participants are permitted to use the fitness center so long as a waiver and informed consent form are filled out. Forms can be filled out and provided to the fitness center staff upon participant's first visit. Manhattan College does not have a pool on campus, however [Van Cortlandt Park](#), located across the street (on Broadway), has a public swimming pool and running track. Manhattan College and Conference Services asks you to be mindful of your health and monitor for any COVID-19 symptoms.

CHRISTIAN BROTHERS CONFERENCE POLICIES

Travel

All travel arrangements and costs, including airfare, train, bus and/or other ground transportation costs, are the sole responsibility of the participant.

Photography/Video

By attending the Buttimer Institute and its events, participants understand that their image may be captured by Christian Brothers Conference and may be used without compensation in photographs, videos, motion pictures or any other recordings or other record of this event that contains the image for any purpose, including for future advertising of the program.

Registration Cancellation

No participant is registered until Christian Brothers Conference has received an online registration form and full payment.

CANCELLATION AND REFUND POLICY: Christian Brothers Conference will grant refunds for registration cancellations received before Friday, May 17, 2024, less a \$50.00 administrative fee and a credit card processing fee. **No refunds will be granted after May 17, 2024.** Cancellation notices must be in writing and sent to Phil De Rita at pderita@cbconf.org. Refunds for incorrect or duplicate registrations will be granted, less a \$50.00 administrative fee and a credit card processing fee. All refunds will be in the form of a check. Checks will be mailed within three weeks of receipt of the written request.

MANHATTAN COLLEGE COVID-19 PROTOCOLS

The health and safety of the Manhattan College community and campus visitors continues to be high priority. Although not required or verified, it is recommended that all campus visitors are fully up to date with COVID-19 vaccinations. If an overnight participant finds themselves not feeling well during their time at Manhattan College, they are required to take a COVID-19 test. Should an overnight participant test positive while on campus, please note that the college will not provide on-campus isolation. A five-day period of off-campus isolation for COVID-positive individuals continues to be required by the Centers for Disease Control and New York State guidelines, with costs and arrangements assumed by the overnight guest.

Buttimer participants will receive updated information on the Manhattan College COVID-19 protocols in May 2024.

The Buttimer Institute is a program of Christian Brothers Conference, and we are happy to help you prepare for this experience. If you have questions regarding this information or any other aspect of the Buttimer Institute, please feel free to contact Sarah Laitinen at slaitinen@cbconf.org or 202-529-0047 x109.