

FLUNO | CENTER

FOR EXECUTIVE EDUCATION

Welcome

We hope you enjoy your stay at Fluno Center for Executive Education.

If you have any requests we may assist with to make your stay more comfortable, please the front desk by dialing "0" or using the direct dial button for the front desk on your phone. Check out time is 12pm noon.

About Fluno Center

Fluno Center is a total-immersion learning environment for individuals, professional groups, and corporate teams participating in UW educational programs. Our collaborative classroom technology is combined with the ambiance of a comfortable, relaxed residential setting to establish an ideal venue for introspection, innovation and focused learning.

Among the many types of events we can host for your organization are:

- Half day to multi-day conferences
- On-site catered networking receptions
- Buffet and plated dining experiences
- Convenient, on-campus recruitment events
- Private board and other meetings
- Custom learning solutions provided by Wisconsin School of Business Center for Professional and Executive Development

Our 100 well-appointed guest rooms are not only open to attendees here for any of the above mentioned meetings and events, but also for those individuals that are:

- Alumni of UW Madison
- Family members of UW Madison students
- WAA Members
- UW Madison visitors

A gateway to the University

Building on the UW Madison tradition of excellence in education, academics and research, Fluno Center serves as a gateway to the university. Fluno Center connects the University's vast resources to the professional community. Every year, thousands of professionals from industry, government, and nonprofit organizations participate in continuing education programs taught by the University's diverse, world-class faculty.

Composed of Multiple Unique Spaces

Fluno Center combines collaborative classroom technology with ambiance of a comfortable, relaxed residential setting. The building houses 100 overnight guestrooms, four classrooms, eight breakout rooms, Mendota Room, Monona Room, Howard Auditorium, Skyview Lounge, Oros Dining Room, fitness center, business center, and Smitty's Study Pub. 17K square feet of meeting space in all.

For Comfort and Harmony

The Center's interior reflects the design principles of Frank Lloyd Wright. A lifelong learner and innovative designer, Wright was dedicated to creating total living and learning environments. The simplicity and harmony of the furnishings help create an atmosphere focused on creative, collaborative learning.

The natural elegance of the Arts and Crafts era harmonizes with Wright's design principles and is evidenced throughout the Fluno Center by quality craftsmanship and a decor that combines prairie style furnishings and the original lithographs of designs by Frank Lloyd Wright himself.

Looking for inspiration on what to do while you are in Madison?

At www.visitmadison.com you will find local restaurants and dining experiences, cocktail spots to try, local events, as well as indoor and outdoor seasonal activities.

TELEPHONE INSTRUCTIONS

Receiving calls

Individuals who wish to call your room directly from outside the building may dial
(608) 441-7+ your room number

Information is (608)555-1212

Road conditions 511 on your cellular phone or (866) 511-9472

Dialing Instructions

Call within the building: Dial the 4 digit extension

Call from room to room: Dial 7 + room number

Local calls: Dial 9 + the number

Long distance calls: Dial 9 + 1 + the number

Operator assisted calls, third-party calls, and collect calls: Dial 9 + 0 + number

Please refer to the directory on your guestroom phone for additional dialing instructions.

Wake up call

You can arrange your wake-up call by dialing the Front Desk.

Messages

A light will flash on your phone when a message is waiting for you. Push the message button to retrieve your messages while on line 1 or dial 7555 and follow the prompts.

GUEST CONVENIENCES

Oros Dining Room

The Oros Executive Dining Room is open to the public and offers a buffet breakfast and lunch serving locally fresh and sustainable seasonal fare. Be sure to save room for our delectable house-made dessert selections.

Hours of operation

Breakfast* (Fluno Center breakfast buffet is complimentary with your hotel stay. Non-guests pay \$12)

Weekdays 7-9 am

Weekends 7-10 am

Lunch - \$18 per person (all you can eat buffet, dessert and beverage)

Weekdays 11:30am – 1:30pm*

*Service/hours may vary due to occupancy. Front desk will be able to confirm during your stay.

Link to Oros weekly lunch menu <https://fluno.com/pdfs/Oros-Weekly-Menu.pdf>

Smitty's Study Pub

Located on the eighth floor of the Fluno Center, guests at Smitty's Study Pub can enjoy views of Lake Mendota and the skyline of downtown Madison while enjoying a craft brew or cocktail as well as delicious menu items.

Hours of operation* 4pm – 10pm (food served until 9PM)

*Summer hours of operation are weekdays Monday – Friday

Carry out food orders are available by calling Smitty's during hours of operation from your guest room at 7816. Orders can be picked up at Smitty's.

Link to Smitty's menu https://fluno.com/pdfs/FC_Smittys_Study_Pub-0319.pdf

Art Gallery

Our art gallery, which contains collections from local artists, is located on the first floor next to our dining room and adjacent to the front desk. Come check out the beautiful display of photos and artwork!

Business Center

Desktop computers, basic office supplies and a combination fax machine/copier/printer are all available in the business Center located on the second floor. Please see the front desk to print or copy more than 15 pages.

Television Channel list

Press the menu button on your remote to view television channel listings.

Fitness Center

The fitness Center is available from 5:00am – 11:00pm and is located on the first floor. A variety of equipment is available, including a compact trainer, free weights, yoga mats, elliptical trainer, treadmills, a Stairmaster and stationary bicycle. Towels and cleaning wipes are located in the Fitness Center.

Housekeeping

All guestrooms receive daily housekeeping services. If you do not wish to have your room serviced, display the "privacy please" sign on our door when you leave for the day.

Ice and Vending

Beverage and ice machines are available on the 4th and 6th guest room floors at the end of the hallway. Snack and ice machines are available on the 5th and 7th guest room floors.

Internet access

The Fluno Center provides complimentary wireless throughout the building and guest rooms. No log-in is required. The network name is Fluno. If you prefer to connect directly, an Ethernet cable is available in your guest room desk drawer.

Laundry/Dry cleaning

Laundry service is available through SudShare at <https://sudshare.com/>. This service offers next day wash/dry/fold that is customizable with free pickup and delivery.

Dry cleaning is available through Klinke Cleaners <https://klinkecleaners.com/>.

Newspapers

Newspapers are available in the lobby on the first floor.

Parking

The parking lots available during your stay with us are operated by UW Transportation. For any questions regarding parking, please contact the front desk. To report issues call UW Transportation Customer Service at (608) 263-6666.

Smoking

Fluno Center is a non-smoking facility. Smoking in guest rooms will result in a \$250 cleaning fee. You may smoke outside of the building on the ground level 25 feet from entrances.

EMERGENCY PROCEDURES

Emergency sirens and lights

If the Fluno Center siren and lights are activated this means the fire alarm system has been initialized. Everyone must leave the building immediately following the evacuation signage on the back of guestroom door or next to meeting room door.

Exits

Stairwells are located on the East and West ends of the building and serve all eight floors. On the second floor there is an additional stairwell at the end of the south hallway, next to room 221. This stairwell also leads out of the building.

House Phones

Throughout the building there are black phones that may be used to call front desk at any time of the day or night by pressing "0".

Medical Emergency

In the event of a medical emergency, dial 911. If possible alert the front desk so they can assist first responders when they arrive at the building.

First aid kits and fire extinguishers are located throughout the building. There is one Automated External Defibrillator (AED) located on the first floor next to the dining room. Please alert Fluno Center staff for assistance.

Severe Weather

To monitor weather conditions, tune the guest room television to channel 65. Refer to the diagram on your guestroom door for directions to the nearest weather shelter.