

Parking and Transportation Services Manual (PTS)

PTS 202: Conference Parking

Effective: 2/10/1956

Revised: 11/1/2025

Purpose

To provide parking for visitors attending conferences or meetings on campus

Source

Parking and Transportation Services

Policy

Advance parking arrangements must be made for visitors attending conferences or meetings on campus. Parking and Transportation Services attempts, within space limitations, to reserve the required number of spaces in designated parking locations.

Procedures

Responsibility	Action
	At least two weeks in advance:
Sponsoring department	1. Contact Parking and Transportation Services (PTS) to coordinate conference parking. See the " Contact Parking " area on the ASU Parking and Transportation Services web site for a listing of all ASU campus parking offices and contact information email is preferred. Provide the required number of spaces and the location requested, date, and time of the conference, or use the online request form at ASU Parking and Transportation Services .
Parking and Transportation Services (PTS)	2. Designate and confirm the location that can and will be used. 3. Ensure that the required number of spaces is reserved in the designated lots or garage for conferences and meetings in the agreed upon area submitted in the reservation form.
Sponsoring department	4. Determine who will pay for parking (the visitors or the sponsor). 5. Coordinate parking validation account or conference passes from PTS, if needed.
PTS	6. Set up Dept online validation account or conference passes if requested and payment has been made.
Sponsoring department	7. Inform the visitors of the parking lot location and fees or provide visitors with digital validation pre-printed validation or conference passes and instructions for proper use. Maps are available on the PTS Web site .

PTS	8. Inform the visitor lot supervisor or events staff of conference parking arrangements and requirements.
Conference attendees	9. Park in the designated parking lot, if in a garage or gated visitor lot, upon exit, scan QR code validation or pre-printed validation issued by the sponsoring department at machine scanner or pay parking exit fee if validation was not provided. If a conference pass was issued by sponsoring department place on dashboard or hang from the rear view mirror.

Cross-References

For general information on visitor parking, see [PTS 201](#), “Visitor Parking.” For information on parking for special events, see [PTS 203](#), “Events Parking.” For information on parking citations and appeals, see:

1. the policies in PTS 300, “Parking Enforcement”
- and
2. the policies in PTS 400, “Parking Appeals.”

For information on motorist assistance services, see [PTS 701](#), “Motorist Assistance Program (MAP).”