



Policy Statement 07-1

CONFERENCE and EVENT PLANNING, SCHEDULING, and CONDUCTING

Statement of general policy

The Event Coordinator (“EC”) position in the Law School Dean’s Office, under the direction of the Dean and Associate/Assistant Deans, has responsibility for the logistical planning, scheduling, coordination, and administration/paperwork (i.e. orchestration) of all Law School conferences and events. Any and all actions related to conferences and events must be initiated through and with the EC.

One-time, small “catered” activities

One-time, small “catered” activities (pizza, box lunches, beverages, etc.) can be requested and ordered through the receptionist position in the Dean’s Office. The Dean’s Office personnel are not responsible for funding, receiving, setup, takedown, or cleanup – these activities are the responsibility of the originating party.

Faculty Assistants’ Office involvement

The EC will inform the Faculty Assistants’ Office of the scheduling of a conference or event and will work with the Supervisor of the Faculty Assistants’ Office to establish the level and nature of any involvement required by the Faculty Assistants’ Office.

Action steps

This Policy Statement should be used as a “checklist” for any conference or event conducted with or through the Law School. The originator of the conference or event is responsible for reviewing and understanding this Policy Statement prior to contacting the Event Coordinator.

The Primary party for each action step is identified in parenthesis () after the step: RP – responsible party; EC – event coordinator; FA – faculty assistants; BO – budget officer. Note that some responsibilities are shared.

1. Notice of a conference or event must be given to the EC at least **four (4) months prior** to the proposed date of the conference or event. Shorter notice will subject the event or conference to possible risks inherent in “last minute” scrambles. (RP)
2. Prior to any commitment concerning a conference or event, the **originating party/responsible party (“RP”)** should check the **University calendar and consult with the EC to ensure that there is no conflict with University events or other Law School events.** (RP)
3. Once a date for a conference or event has been identified, details concerning the event should be developed by the RP with the EC. Details include, but are not limited to the following.
 - a. Title of the conference or event (RP)
 - b. Sponsoring organization for the conference or event (RP)
 - c. Any specific goal for the event or conference ... i.e. high attendance; notable speakers; publicity; etc.
 - d. Individual(s) responsible for the conference or event and contact information (RP)

- e. Date(s) of the conference or event (RP)
- f. Time(s) of the conference or event (RP)
- g. Number of attendees? (RP)
- h. Mailings lists available? (RP/EC)
- i. Types and timings of mailings (RP/EC)
- j. Registration or confirmation of attendance – how will it be handled and by who? (RP/EC)
- k. Proper documentation needs to be completed ... Official Function? Conference or Special Event? (EC)
- l. Is there any need or requirement that this event or conference needs to be coordinated with the University or the President's/Chancellor's office ... i.e. dignitaries on campus ...?
- m. Is the Law School Dean's presence required or requested? If so, coordination needs to be made with the Dean's calendar.
- n. Is there an "all inclusive" budget for the conference or event? (RP/EC/BO)
- o. Will CLE be available to attendees? If so, documentation needs to be completed. (RP/EC)
- p. How should expenses of the event be charged? Speedtype? (RP/EC/BO)
- q. Nature of the conference or event (seminar, lecture, reception, etc.) (RP)
- r. Activities associated with the event (breakfast buffet, lunch buffet, dinner, cocktail gathering, etc.) (RP)
- s. Venue for the conference or event (Law School: colloquium, Boettcher Hall, Wittemyer courtroom, classrooms, etc.) (RP)
- t. If the conference or event is to be held in the Wolf Law Building, rooms need to be reserved in the room reservation book in the Dean's Office. (EC)
- u. If event is on weekend or holidays, room access needs to be assured. (EC)
- v. Are there any special AV/IT needs for the conference or event? (RP/EC)
- w. Is there a need to have additional tables and chairs for the event? If so, coordinate with the vendor. (EC)
- x. Will there be a brochure needed for the conference or event? If so, who will provide the details and artwork necessary? What will be the distribution of the brochure – mail, handout, etc.? Text, layout, content, printing, and timing should be coordinated with the EC. (RP/EC)
- y. In addition to the brochure, will there be a program for the conference or event? If so, content and layout need to be presented and printing needs to be scheduled. (RP)
- z. Is there a charge for the conference or event? If so, how will billing and collection be handled? Note: there may be special language required due to the nature of the charges for the event or conference. (RP/EC/BO)
- aa. Will there be food provided at the conference or event? If so, sit-down or buffet ... hot or cold ... menu? Caterer? (EC)
- bb. Will alcohol be served or available at the conference or event? If so, proper documentation needs to be completed and filed ... proper notice needs to be made in the brochure ... alternative beverages need to be served, etc. ... is the alcohol donated or purchased? (EC)
- cc. Do travel reservations need to be made? Ground transportation? Lodging? Proper documentation needs to be completed and submitted for the conference/seminar presenters. (FA)
- dd. Will there be "appreciation gifts" to presenters/speakers? Note: certain restrictions may apply in the case of local, state, and federal employees attending events or conferences. (RP)
- ee. Will there be "honorariums" to presenters/speakers? If so, documentation will have to be completed. (RP/FA)
- ff. Any special signage for the event? (EC)

- gg. Should the conference or event be listed on the Law School kiosk or website? (EC)
- hh. Any special parking or traffic considerations for the conference or event? If so, coordinate with the University. (EC)
- ii. Any special transportation needs for the conference or event? If so, coordinate with the University. (EC)
- jj. Will the needs of people with disabilities be properly addressed? (EC)
- kk. Any special materials or handouts needed for the conference or event? These should be identified and ordered well in advance of the date of the conference or event. (RP/FA)
- ll. Will there be a need for assistance at or during the conference or event ... i.e. student help? (EC)
- mm. Who will be responsible for setup, takedown, and cleanup? (EC)
- nn. The RP and EC should keep a detailed file regarding the planning and conducting of the event for future reference. (RP/EC)
- oo. All costs associated with the conference or event should be reviewed by the RP, EC, and BO to ascertain validity and appropriateness of the charge. (RP/EC/BO)

Any questions or comments concerning this policy should be directed first to Dennis D. Russell (2-3090) and secondly to Danielle Hayward (2-8048).