

## IAS Research and Creative Collaboratives Planning Meetings and Events

Updated 10 June 2020

### Meeting and public event space in Northrop

Many IAS collaboratives meet on a regular basis and some organize public events. The IAS can help provide space for these in Northrop. Space in Northrop is limited and shared with all the resident units, but if the space you want is available, we can book it for you. These spaces are available:

- Conference Room (106 Northrop) seats 10 and has a screen and built-in projector system.
- Crosby Seminar Room (240 Northrop), where the IAS hosts most of its public events, seats up to about 70. It has tables and chairs that can easily be moved and rearranged. There is a screen and built-in projector system, and white boards. The Crosby Seminar Room may be used by the IAS without charge.
- Best Buy Theater (4<sup>th</sup> floor) is a stadium-seating space that seats 168. It has full A/V capabilities and has a tunable LARS listening system. Any use of the Best Buy Theater incurs tech charges and rental fees.
- Lindahl Founders Room (260 Northrop) is the building's high-end reception space. Any use of this room incurs rental fees.
- Study spaces are available on every floor and may be informally reserved for your use (for example, for a reading group) with advance notice. These all have a table that seats up to 8.

### Booking space and ordering refreshments

- Contact Karen Kinoshita (626-5028, [karenk@umn.edu](mailto:karenk@umn.edu)) about scheduling meetings in Northrop space. It is helpful if you have an idea of how many people will attend your meeting.
- If space is not available in Northrop, or you prefer another location, Karen can help you find other spaces on campus.
- Work with Karen if you would like refreshments (coffee, snacks, lunch, beverages) for your meeting. Catering should be ordered a minimum of 10 working days (2 weeks) in advance. Costs will be charged to your collaborative. If your meeting is in Northrop, please note that **Surdyk's is the official caterer for Northrop**.
- You must provide a list of participants if you are serving a meal or if you are buying refreshments and you have 15 or fewer participants. In any case, it's a good idea for your own records to retain a sign-in sheet.
- Please note the University's dollar limits on ordering food: no more than a total of \$10 per person for light refreshments, \$25 per person for breakfast or lunch, \$50 for dinner, tax and tips included. (See more about rules regarding meals in the Reimbursements info sheet.)

### Public Events

- Work with Brianna Menning (624-6148, [menning@umn.edu](mailto:menning@umn.edu)) if your collaborative wishes to have public events. Please remember that the IAS hosts many events each semester, and some are booked long in advance—to insure that your event can happen on your preferred date and time, start planning early.
- **Events should not be scheduled for Thursday afternoons**, so as not to conflict with the IAS Thursdays series. However, it is possible that we might be able to schedule your event as part of the IAS Thursdays series; given the need for diversity in discipline and subject matter, each collaborative will be limited to one Thursday presentation per year. Talk to Brianna about this possibility.
- If your event will involve an outside speaker, work with Karen Kinoshita (626-5028, [karenk@umn.edu](mailto:karenk@umn.edu)) on travel and accommodations. It is very important to do this as early as possible: the hotels around the University are often fully booked around peak weekends, and airfares also have peak seasons. Plan ahead.

- Karen will need the speaker's contact information (email and phone), and the dates and times of any appearances that the speaker needs to be here for. For example, if you are planning a dinner with the speaker and collaborative members after an afternoon talk, you need to tell Karen so that she knows not to book a flight out for that same evening.
- As soon as you have confirmed the time and date of your event, let Brianna know. She will work with you to get title, description, and images for online and print publicity. We work with Northrop to coordinate publicity. Please be respectful of our deadlines.
- You can link your event to our social media. Twitter: [iasatuofm](#); Facebook: IASatUMN; Instagram: [ias\\_umn](#).
- Discuss with Brianna whether you want paper flyers produced. We are trying to cut down on extraneous printing of expensive color flyers, and so will plan accordingly, depending on your needs. Our usual mailing list has a strong CLA focus; if you are trying to reach other audiences, you may wish to do your own posting.
- Work with Karen to order refreshments for your event. These must be ordered at 10 working days (2 weeks) in advance.
- If you plan to serve wine or beer at your event, you must apply at least 15 days in advance for a permit to serve alcohol. The form is available at <http://policy.umn.edu/forms-library>; search for "alcohol use." **Funds in your collaborative budget may not be used to purchase alcohol.**
- If your speaker is making a presentation on material related to a recently published book, the University Bookstore may be interested in selling books at the event. Contact Brianna for more information about this possibility.
- The IAS video-records and posts most of its public events, pending staff availability. If you would like us to record your event, contact Abby Travis (624-3237, [altravis@umn.edu](mailto:altravis@umn.edu)). Please make sure this is okay with your speaker before making arrangements to record.
- Don't forget to line up someone to introduce your speaker. If you would like IAS Director Jennifer Gunn to do this, make sure she is available and has enough information to make a good introduction. If she has agreed to introduce your speaker, please ask Karen to put it on Jennifer's calendar.
- Please let the office know if your speaker needs audio-visual equipment or copies of handouts.
- **Count the number of people who attend your event and report this information to Brianna, Abby, or Susannah.** This is a very important piece of information for program reporting—our funders like to know how many people our activities reach.
- Clean up after your event. It is your responsibility to ensure that all food is removed from the room.
- Close the door when you are finished.

#### Events after hours

Please note that the IAS staff does not usually work past 5 p.m. (except on Thursdays) or on weekends. If you wish to have an event in the evening or on a weekend, you will need to make arrangements for support. Additional fees for opening the building may be charged.

#### Campus Club

The IAS has a membership at the Campus Club. Collaboratives may use the IAS membership for lunch meetings. Please check with Susannah (624-2921, [slsmith@umn.edu](mailto:slsmith@umn.edu)) at least 48 hours in advance to reserve guest cards. You must collect all meal receipts and submit them to Susannah with the Campus Club Departmental Use form (available at the Campus Club front desk).

One final note: we strongly suggest that if you are planning a symposium or conference to schedule before the end of the semester, i.e., in November or March. We find that audience attendance drops off in December and May, and there are many events that may be competing for your target audience's attention in October and April.