

**IAS Research and Creative Collaboratives**  
**Planning Meetings and Events**  
Updated 2 August 2021

Many IAS collaboratives meet on a regular basis and some organize public events. COVID has vastly changed how we all conceptualize any form of gathering, in that many meetings and events are now either entirely or partially virtual. IAS staff can help you discern whether gatherings might be best suited as in-person, entirely virtual, or hybrid, and can help with the necessary logistical arrangements, as well as any publicity and promotion for public events—given that you work with us with enough advance notice.

Staff Reference List

- *General Collaborative questions, Campus Club reservations, or if you aren't sure whom to contact with your question:*  
**Susannah Smith** (Managing Director), [s smith@umn.edu](mailto:s smith@umn.edu)
  
- *Questions about room reservations in Northrop, catering, as well as any travel/accommodations needs for guests:*  
**Skyler Dorr** (Program Specialist), [dorr037@umn.edu](mailto:dorr037@umn.edu), 626-5054
  
- *Planning an event (hybrid or in person), or communications ideas/questions:*  
**Brianna Menning** (Associate Director for Communications & Programs) [menning@umn.edu](mailto:menning@umn.edu)  
**Abby Travis** (Communications and Programs Associate), [altravis@umn.edu](mailto:altravis@umn.edu)  
Note: Please contact BOTH Brianna and Abby, and we suggest contacting us early in your event-planning stages.

Regular Communication with the IAS

Please anticipate receiving at least monthly check-in emails from Skyler Dorr. Skyler will ask for brief updates in your activities and if there is any way the IAS can support your work. You need not provide extremely lengthy updates, but we send these communications to stay on top of what you are up to so we can anticipate any ways we can support your event planning, learn about any exciting news or stories we might share on our website and/or social media, etc.

- Please do not hesitate to ever reach out to Skyler or anyone else on the IAS team if we can assist you or support your work! See the Staff Reference List, above.

Meeting and public event space in Northrop

When COVID restrictions are lifted and campus reopens, 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 (14 with social distancing). 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 (20 with social distancing). 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 (much smaller capacity with social distancing).

### Booking space and ordering refreshments

- Contact Skyler Dorr about scheduling meetings in Northrop space. It is helpful if you have an idea of how many people will attend your meeting.
- Work with Skyler 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.)

### Hosting Public Events (In Person, Virtual, or Hybrid)

Brianna Menning and Abby Travis can help your Collaborative schedule, organize, and promote public events. Please remember, however, that the IAS hosts many events each semester, and that most events require at least a month of promotion to be successful, so we recommend you get in contact several months in advance so we can have all details finalized approximately 1 month before your event date and time.

- 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 if we work together at least a semester in advance (we generally have space for 1-2 Collaborative-sponsored events per semester). 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 Skyler 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. To make accommodations, Skyler 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 Skyler so that they know not to book a flight out for that same evening.
- Work with Skyler to order refreshments for your event. These must be ordered at least 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 <https://policy.umn.edu/forms/operations>; 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.
- Always be sure to 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 Smith 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).

### Virtual Events

- Virtual events have become increasingly common, and popular due to their accessibility. The IAS strongly recommends requiring registration for all events for security purposes, regardless of whether you choose to host your virtual events via Webinar or Meeting format.
- If you are new to hosting virtual events and would like to discuss your options, chat best practices and get an event-organizer's tour of how the IAS hosts its virtual events, please contact Abby Travis. She can also help your Collaborative get started in setting up your virtual events.

### Publicizing Your Event

- As soon as you have confirmed the details of your event, please email Brianna and Abby with the following information, which we will use for creating an event page on our website. We will then share this link back with you, and you can use it in your own event promotion.
  - Date and Time (start and end)
  - Location
  - Event type (In-person, virtual-only, hybrid)
  - Zoom registration link (if virtual or hybrid)
  - Title
  - Speaker(s) and Moderator (if applicable)
  - Event Description
  - Speaker bio(s) if applicable
  - Event Co-Sponsors
  - Related Link *e.g., if your Collaborative already has a separate website and/or Facebook event related to this event, please be sure send us this information*
  - An event image for use on our website: Image MUST NOT INCLUDE TEXT. .jpg or .png accepted. See example Event Detail pages on our website for how images will be displayed.
  - Collaborative Logo file (if applicable)
  - IF you ALSO have an event poster, you can share this with us as well
- Brianna and Abby will then work with you to discuss promotion opportunities, including: Promotion via the University's event calendar, via the IAS newsletter and social media, via Northrop, and print publicity. Which opportunities are available depend on how much lead time there is between the time we receive all required information and the date of the event. Feel free to follow up on social media too! Our social media accounts are:
  - Twitter: iasatuofm
  - Facebook: IASatUMN
  - Instagram: ias\_umn