

Student Group Leader Training

2018 - 2019



Student Group Leader Training

- Welcome!
- Student Pick-Up Program
 - Enjoy the menu sampling in the back of the room provided by CulinArt, Inc.
 - Make sure to check out the Student Pick-Up Program for your group catering needs:
<https://apps.law.nyu.edu/pickupprogram/login>



Student Life

- Student Affairs oversees...
 - Student Bar Association
 - Student Organizations and Student Activity Funding
 - Student Organization Protocols & Guidelines
 - www.law.nyu.edu/studentaffairs/studentorganizationsandstudentactivityfunding
 - [Prominence Funding](#)
 - [Intellectual Life Funding](#)





Student Activities

- Treasurer Training & Reimbursements
 - [Online Student Reimbursement Form](#)
- Mailboxes (VH 110) – check it regularly

Your Name, Group Name
c/o NYU School of Law
40 Washington Square South, Rm 110
New York, NY 10012
- [Email Listservs & Groups](#)
- Advertising:
 - [Posters & E-Signs](#)
 - *The Docket* (email law.studentaffairs@nyu.edu)
 - Events This Week at NYU Law (from [Calendar](#))





Event Planning 101

- [How to Book Event Space](#)
- [Small Event Request Form \(EMS\)](#)
 - Chartfield: 65182-20-53441-LSBxx-M9809
- [Special Event Request Form](#)
- External co-hosts (students must “own” event)
- Political candidates, high profile speakers, firm reps, alumni
- Non-NYU event attendees
- You Are Students First – no skipping class for events
- Forum Block on Wednesdays
- [CLE Application Guidelines](#)
- Residence Halls – no reservable spaces
- Offices in Hayden Hall



Event Planning 101

- **Small Student Events (on campus)**
 - Reserve your space (classroom or lounge)
 - Plan your event (agenda, food, drink, A/V, etc.)
 - Execute your event (set up & clean up)
- **Larger Student Events (on campus)**
 - If you want to hold an event in one of the special function rooms, then submit a [Special Event Request Form](#)
 - Special Function Rooms: Tishman Auditorium, Greenberg Lounge, Snow Dining Room, Faculty Club, Lipton Hall, Lester Pollack Colloquium and Furman Hall 910





Event Planning 101

- **Small Student Events (off campus)**
 - Plan & execute your event
 - Pay out of pocket for expenses
 - Submit for reimbursement
- **Larger Student Events (off campus)**
 - For events with expenses that will exceed \$1,000, you can email law.studentaffairs@nyu.edu for help and advice at least two weeks in advance, preferably more
 - Any questions, email law.studentaffairs@nyu.edu





Law School Event Request Form

- Login to make a Special Event Request:
 - www.law.nyu.edu/hospitality/request-event
 - For larger events with guest speakers or any event in a special function room

HOSPITALITY

Law School Event Request

Propose a Special Event to be hosted at NYU School of Law

Please fill out all of the information requested regarding your proposed event. Required fields will be highlighted in yellow. Be sure to click on the Submit Proposed Event button to send the completed form to the Dean's Office. Any Student Group request will be forwarded first to the Office of Student Affairs.

Please do not use this form for scheduling make-up classes or for small gatherings/meetings. If you wish to book space for these small events, please go [here](#) and follow the prompts to make this separate request.

Original Requester

Your Name



Your Email



Event Management System (EMS)

- Login to make a Small Event Request or post to the Calendar:
 - <https://its.law.nyu.edu/ems/>
 - For small gatherings or meetings in classrooms and lounges
- Follow the detailed instructions here:
 - <https://its.law.nyu.edu/ems/index.cfm?fuseaction=home.instructions>



I submitted my request, now what?

- Submission Pending Email
 - Email sent to student acknowledging receipt of request, and reminding student that request is pending until approved by Hospitality
- Request is Approved
 - After Hospitality reviews the request, if it is approved, then the space is officially reserved and will go under the student's [My Events page in EMS](#)
- Post it to the Calendar
 - To advertise your event to the Law School and in the Events this Week email, post your event to the online Law School Calendar



Law School Calendar Posting & EMS

Add your event to the Calendar here:

<https://its.law.nyu.edu/eventcalendar/>

- Go to My Events
- Login

The screenshot shows the NYU Law Events Calendar interface. At the top, there is a navigation bar with the NYU Law logo and a 'QUICKLINKS' menu. The main content area features a calendar for August 2017, a search bar, and a list of event categories. A red arrow points from the 'My Events' link in the left sidebar to the 'Go to My Events' instruction in the text above.

NYU | LAW

QUICKLINKS

- JD Admissions
- LLM/JSD Admissions
- Executive Programs
- About NYU Law
- Faculty & Scholarship
- Academics & Courses
- Current Students
- Alumni & Giving
- Global Opportunities
- Law & Business
- Public Service
- Centers & Institutes

← August 2017 →

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NYU Law Events Calendar

Keyword

[more search options](#) – by date, sponsor, and CLE credit

Today View By: [Day](#) | [Week](#) | [Month](#) List | [Grid](#) [« Previous Month](#) | [Next Month »](#)

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 OCS 2017: Interview Skills Workshop	2	3	4	5
6	7 Transfer Student Orientation	8	9 Early Interview Week	10 Early Interview Week	11 Early Interview Week	12
	Transfer and Visiting Student Registration Begins			West Coast Connection Student/Employer Reception at EIW 2017 (2Ls, 3Ls)	Transfer and Visiting Student Registration Ends (9:30 am)	
	OCS 2017: Practice Interview Evening (PIE)					

All Events

- Academic 2016-2017
- Academic 2017-2018
- Admissions (JD)
- Admissions (LLM/JSD)
- Continuing Legal Education (CLE)
- Colloquia
- Faculty
- Student Organizations
- [Create New Event](#)
- [My Events](#)
- [Subscribe to RSS](#)

Law School Calendar Posting & EMS

Add your event to the Calendar here:

<https://its.law.nyu.edu/eventcalendar/>

- Go to My Events
- Login
- Click Add to Calendar

Home > Event Management System > My Events

My Events

Approved Space Booking Requests

If you want to show one or more of these events on the Law School calendar, click the "Add to Calendar" link next to the event.

Show entries Search listed events:

Title	Date/Time	Location	Manage
Student Group Treasurer Training (SBA and Journal)	08/30/2017 03:05 PM-04:05 PM	VANDB-Smart Classroom 214	Add to Calendar



Law School Calendar Posting & EMS

Add your event to the Calendar here:

<https://its.law.nyu.edu/eventcalendar/>

- Go to My Events
- Login
- Click Add to Calendar
- Complete your entry in the Event Management System (EMS)

Home > Event Management System > Create New Event

New Event

General | Date, Time, Location | Sponsor | Publish

Pre-populate this form with data from a previous event:
Select an event to pre-populate this form

Event Title:
Student Group Treasurer Training (SBA and Journal)

Event Type:
[Dropdown]

Event Description: (Max characters:5000)
[Rich Text Editor]

Path: p

CLE Credit Available? [No] [Dropdown]

Is this event open to the public? [Yes] [Dropdown]

Contact Name:
[Text Field]

Contact Email:
[Text Field]

Contact Phone:
[Text Field]



Law School Calendar Posting & EMS

When you select that various VIPs will be attending, this should not be the first time the various offices are hearing of this event. Please notify the appropriate departments beforehand.

For Example:

- If you want to invite alumni to attend or speak at your event, you should have been working with Alumni Relations already.
- Faculty are very busy – invite in advance, and confirm after the event request is approved.

Attending VIPs:

Will you be inviting VIPs from any of the following categories? (check all that apply)

- None - I do not intend to invite any VIPs to this event
- Alumni
- Faculty
- Judges
- Law Firm/Corporate Representative
- Public Interest/Government Representative
- Other Prominent/Public Figure
- Other Outside Guest
- Press or Media Organization

Please also provide names, firms, and organizations if you know them.

[Save and Continue](#)



Law School Calendar Posting & EMS

Payment Type:
Student Group

Chartfield Number:
65182 20 53441 LSB63 M9809 **Validate**

If your event is not at the Law School, please add location and address here

Show this event on Law Schools web calendar?
 Yes
 No

Save and Continue

Chartfields

- Each group has one

Post to Calendar

- Select “Yes” to show on Calendar
- Save and Continue



Law School Calendar Posting & EMS

Use NYU Law Location

If your event is not at the Law School, please add location and address here

Street:
245 Sullivan Street

Building, Room:
Furman Hall

City, State:
New York

Zip Code:
10012

Country:
US

Show this event on Law School's web calendar?

Yes

No

Save and Continue

Calendar Only Posting

- You can advertise an event on the Calendar without requesting a room
- Select "...please add location and address here"
- Manually input address
- Select "Yes" to show on Calendar
- Save and Continue
- Allow 1-2 days before event appears on Calendar

Websites

- Each group gets a webpage
- Hosted on NYU Law site
 - www.law.nyu.edu/studentgroups
- New Account Access Request & Training Videos
 - www.law.nyu.edu/technology/webhelp
- Questions?
 - Email IT (law.helpdesk@nyu.edu)

ACCOUNT INFORMATION

[Request a web editing account](#)

[Modify your account](#)

[Lost your password?](#)





Professional Development

- Development & Alumni Relations
 - Inviting alumni as speakers and guests
 - Student fundraising protocol
- Public Interest Law Center
 - Partnering with PILC
- Office of Career Services
 - Firms: Networking, Panels, Speakers, Sponsors





Hospitality & Food Services

- Student Group Event Policies
- Room setup / Clean up / AV
- Catering Charges & Student Menus
- Student Pick-Up Program



QUESTIONS?



Thank You!

- www.law.nyu.edu/studentaffairs
- www.law.nyu.edu/studentaffairs/studentorganizationsandstudentactivityfunding
- www.law.nyu.edu/students/studentbarassociation
- If you have any further questions, just email law.studentaffairs@nyu.edu.

