Student Group Leader Training

2016 - 2017
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’ Mission
• Student Bar Association
• Student Groups and Student Activity Funding
  – Student Group Protocols & Guidelines
    • [http://www.law.nyu.edu/studentaffairs/studentgroupsandstudentactivityfunding](http://www.law.nyu.edu/studentaffairs/studentgroupsandstudentactivityfunding)
  – Prominence Funding
  – Symposium 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

- **Student Event Proposal Form**
- **EMS & Law School Web Calendar**
  - Chartfield: 65182-20-53441-LSBxx-M9809
- 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
- Printed materials (nametags, table tents, programs)
- Residence Halls – no reservable spaces
- Offices in Hayden Hall – overseen by SBA, keep locked
Event Planning 101

• Small Student Events (on campus)
  ➢ Reserve your space on EMS (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 email sarah.bowman@nyu.edu
  ➢ 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 sarah.bowman@nyu.edu for help and advice at least two weeks in advance, preferably more
  - Any questions, email sarah.bowman@nyu.edu
Event Management System

• Login to make a room request:
  ➢ https://its.law.nyu.edu/ems/

• Follow the detailed instructions here:
  ➢ https://its.law.nyu.edu/ems/index.cfm?fuseaction=home.instructions
Event Management System

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]
Event Management System

Chartfields
- Each group has one

Post to Calendar
- Select “Yes” to show on Calendar
- Save and Continue
Event Management System

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
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

• Calendar Entry Approval
  ➢ Calendar entry is reviewed, and once approved, it will then post directly to the online Law School Calendar
Websites

• Each group gets a webpage
  ➢ www.law.nyu.edu/studentorganizations

• Hosted on NYU Law site
  ➢ www.law.nyu.edu/studentorganizations

• New Account Access Request & Training Videos
  ➢ www.law.nyu.edu/technology/training/webhelp

• Questions?
  ➢ Email IT (law.helpdesk@nyu.edu)
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/students
- www.law.nyu.edu/students/studentbarassociation

- If you have any further questions, just email sarah.bowman@nyu.edu.