Student Event Information
Planning and Executing Student Run Programs, Events, Socials, etc.

PRESENTER:
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DATE:
September 2017
Where can I find Event Planning Information?

- [http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm](http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm)
Student Event Planning

Welcome to Cornell Law School Student Event Information website. Please use the navigation bar at left to maneuver through the site. Questions, please e-mail Linda Majeroni or phone 255-6536.

- All student event requests for the following month, must be in by the 15th of the previous month. Example: Events for November must be submitted by October 15th. This requirement is waived for the month of September.
- All Student Organizations (excluding CLSA) must finalize and have completed all their events, activities and programs by and including Sunday, April 16, 2017.

**Power Point Event Planning Presentation:**
The Event Planning Information Power Point Presentation in PDF format can be found [here](#) for review and easy reference. If you were not able to attend either session, please make an appointment with Linda Majeroni to follow up with questions, explanations, etc.

Creating publicity images using Cornell Law School templates:
1) Click on the link (provided below). Microsoft 365 home page will open. Login: YOUR Cornell NET ID
2) The page will then re-direct to "Cornell University" where your Cornell e-mail address will be automatically inserted. Then type in your password in appropriate place which is:
   Password: YOUR Cornell password
3) Office 365 will open with the title "Law Student Event Templates"
CAO, GPSAFC, Execution of Events

• “Campus Activity Office”
• Registration---Beginning of EVERY Academic year
• Indicates the Group is 1) active and 2) Authorized to Receive University Privileges
CAO Registration:

- **Registration Gateway:**
  
  [http://orgsync.rso.cornell.edu/Registration_home](http://orgsync.rso.cornell.edu/Registration_home)

Click on “Graduate/Professional Student Organization”

- **All Law School Student Orgs are “INDEPENDENT” EXCEPT for:**
  
  CLSA, Journals, Moot Court, JSD, LLM—which are “University”

  NOTE: Sports Clubs are a special sub-category within the “INDEPENDENT” student groups.---Sports Clubs (Softball, soccer, tennis, etc.) need to go through the “sports club” gateway from the graduate/professional link.

  » Need to have constitution—if not already uploaded

  » President, Treasurer, One other officer, Advisor

  » All “electronic” signatures must be completed, etc. before approval given---pls note, org sync may say “approved” and then switch to “pending” then to “approved” . . .

    - E-mail generated from OrgSync to officers/advisor. Click on link in e-mail—will take you to CIO Addendum (Agreement for a Contracted Independent Organization) hit green button “Review Organization”---go through prompts, filling out CIO form---keep hitting “next” until final submission.

  » NOTE—if the CAO registration has not been finalized and received complete “approval” status by September 25---GPSAFC funding will be revoked and lost.
Sport Clubs

• **Training Workshops---Mandatory Attendance Required**

• In order to complete the registration process for all sport clubs, at least two (2) current officers (from the list of officers entered by the club on the registration page) must attend and complete the sport club training offered by the office of Student Leadership, Engagement & Campus Activities (SLECA).

• Fall 2017 Sport Club Training Workshops:
  
  • [http://orgsync.rso.cornell.edu/SportClubs](http://orgsync.rso.cornell.edu/SportClubs)

  • All trainings will take place in the Willard Straight Hall Memorial Room.

• If your group does not attended at least one workshop, you will need to wait until they are offered again in order to become completely registered. Workshops are roughly 60 minutes long.
Privileges of Registered Organizations:

- Organizations are entitled to:
  - access organization funds from the SAFC and GPSAFC, and request funding from other campus sources
  - apply for office space and/or mailboxes in WSH
  - be included on the list of student organizations on the Student Activities Office Web site
  - participate in the annual ClubFest (sponsored by Welcome Weekend committee)
  - receive club insurance coverage
  - request permission to conduct fund-raising activities on campus
  - request permission to use university property and services
  - request space for free web space on the Registered Student Organization (RSO) server
  - request to sponsor programs and activities
Initial Planning – Check List Hand Out

- Meet with members of organization to brainstorm/make plans—purpose, target audience, choose tentative date(s) for the overall academic year and for each semester specifically—discuss with Advisor and in general with L. Majeroni for questions, etc.
- GPSAFC Budget Request – “Funding Guidelines 2017 –” (line 156).
- Additional Funding Possibilities
- Check Law School calendar for date possibilities and Meeting Room Manager (MRM—discuss process few slides down).

***Good idea to check University wide calendar (http://events.cornell.edu/). Programs w/ outside spkrs--may want to also check hotel availability.
• Check in with Career Services--Lyndsey Bullock and/or Jamie Canfield to not only avoid conflicts but to also receive advice/counsel on appropriate career/law related topics, speaker recommendations, etc.

• Advertising
• Facilities Support
• AV Support
• Event Registration
GPSAFC—Graduate and Professional Student Assembly Finance Commission

• Once your group has received the official/final CAO “approved” status then . . . Student Group Can:
  • Access already allocated GPSAFC funding OR
  • Apply for GPSAFC funding
  • Apply for GPCI funding (max $200 per event)
  • Tier Funding – Funding Maximums for each student organization. In order to remain in Tier assigned, must use at least 80% of REQUESTED funds.
  • No more categories. Funding is EVENT SPECIFIC and cannot apply allocated funds to other events—if the event is cancelled or all funds not used, those funds can no longer be accessed by the group—”Funding Guidelines 2017 –”

» Please note:
  » Speakers that graduated within last 5 years from University ineligible for travel related expenses UNLESS a letter of support is written by advisor and submitted with the requested budget.
GPSAFC –Funding Allocations

- *Where to find budget(s) in OrgSync*
- Budget Application Deadlines---when request considered are usually the last Friday of the month but see the GPSAFC calendar as some dates ARE different.
  » Everything must be completed by deadline—all electronic signatures, support documentation uploaded, if speaker graduated less than 5 years---letter of support from advisor, etc.
Getting Started. Log into OrgSync and go to your portal (using Latino American Law Student Association with permission—please note this example has already received “approval” when first submitting a budget it will show up as “pending” until the GPSA meets and either approves or denies.) Once at the portal, click on “more”
Click on “manage budget”
In the drop down menu under “period” select the upcoming budget period in which you wish to submit the budget request and then click on the green “New Budget” button:
Enter information---submit all expenses under one line item, i.e. “general”. Category: For Tier funding choose “program”. Put as much description in the “summary” section.
When done with the first event/program, click on “add budget item” to add another entirely different event/program and make budget requests as needed for each specific event/program. Do the same with each event/program until completed.
In this example, the student organization submitted 4 different event/program funding requests in the same budget period.
Once the budget has been “submitted”, the President, Treasurer and Advisor must go back to the budget and under the “comment section” enter the phrase “I am the [insert president, treasurer, advisor] and I approve this budget. Only then will the budget submission be complete and must be done by the GPSA deadline.
GPSAFC GPCI Funding Request. $200 event specific funding is available through the Graduate Professional Community Initiative or GPCI funding and is not considered as part of a student organization’s tier assignment. Must confer with GPSI Handbook. See steps for submitting GPCI request below:
After submitting GPCI budget request the President, Treasurer and Advisor must go in and approve the budget just like in the regular submissions.
Once Date of event/program Selected---Use the Meeting Room Manager (MRM) to:

- Check room availability in Myron Taylor Hall—all away across to “off site” (double-check events)
- Reserve a room in Myron Taylor Hall
- During the room reservation process you will:
  - Request Facilities Support (setting up chairs/tables, request use outside business hours, etc.)
  - Request Audio Visual Support (microphone, projector, record, etc.)
- Post information about the event to the law school website’s calendar
Getting Started in MRM

• Two Students from each group can be registered to access the MRM.

• Two items are needed in order to gain access to MRM
  Login
  Password

• Login/Password passed down from last year’s student leaders OR contact Dave Semo at: dave.semo@cornell.edu to gain access. You will need to provide him with:
  Your name
  Name of Student Organization
  Your Position in the Organization
  NET ID
NOTE: MUST INSTALL VPN (virtual private network) ON PERSONAL DEVICE IF ACCESSING MRM OUTSIDE CORNELL’S NETWORK

- For more information on installing VPN: [http://www.it.cornell.edu/services/vpn/howto/index.cfm](http://www.it.cornell.edu/services/vpn/howto/index.cfm)

- MRM URL: [http://calendar.lawschool.cornell.edu/mrm/](http://calendar.lawschool.cornell.edu/mrm/)

- Once you have entered login information MRM will open in calendar display on the current date.
Making the Reservation

• NOTE: Classes have scheduling priority.

• To begin a new event/room reservation double click in the open time slot you wish to book under a specific room—ON THE DATE YOU WISH TO BOOK.

• The reservation for the specific room you wish to reserve will open up.
Click on a specific date to view all room reservations for that day. Use the green arrows to see previous or future months.

Gray areas in the calendar indicate that the room is available during that time.
Section 1: Reservation Details
Enter exact time of event—start to finish. Enter prep/clean up times—prep/clean up times will NOT appear in law school web calendar.

Section 2: Detail Tabs—First Tab “General”
Class Title – display MRM calendar
Event Title – Event heading on law school web calendar
Electronic Display Title – TV monitor event list
Event Description – descriptive information for web calendar & for Communications to make TV monitor poster
Contact person – required and appears in web calendar
A View from the Bench: How to be an Effective Clerk

Date: Thursday, September 13, 2012
Time: 3:30PM-4:30PM
Open To: Private
Location: 149 (Total Room Capacity: 149)
Speaker(s): Honorable James Knoll Gardner, U.S. District Court, Eastern District of Pennsylvania

U.S. District Court Judge James Knoll Gardner shares his advice on how to execute the duties of judicial law clerk to maximize your effectiveness and foster a positive relationship with your judge.

Speaker info will be fed from
Second Tab – “Facilities”

- This tab is used to request support from the facilities office
  - for after hours building and room access
  - room set up
  - directional signage
  - notify when food and/or alcohol (next slide) is being served---48 hour advance notice required.

- All events where facilities support is requested and/or food/alcohol is being served must also discuss the request with either Karen Bailey (kmn6@cornell.edu) or Mike Pado (mjp20@cornell.edu)

- If no facility support is needed---use the drop down menu under “I DO NOT REQUIRE FACILITIES SUPPORT” and select “No Support Required”
Note about Alcohol Policy and Event Registration Form (see expanded policy in folder)

- Students seeking to use Law School or Law School-administered funds for the purchase of alcohol for a student event must:
  - Submit Student Funding Request Form to L. Majeroni. Depending on the amount, location, etc. may need to receive Dean of Student approval.
  - Either hold the event in question at a properly licensed commercial vendor or retain the services of a licensed caterer (http://www.lawschool.cornell.edu/studentlife/eventplanning/Alcohol-Policy.cfm)

- All events serving alcohol on campus must complete the University Event Registration Form---link is on social/program check list.

- In addition, the Event Registration Form needs completing if following apply: Event has over 200 people (or over 50 if using GPSAFC funds), held outdoors, or held at Cornell venue such as Statler, Johnson Art Museum, Big Red Barn—to name a few.

- **New This Year:** For events needing to be registered, the form should be submitted at least three weeks prior to the start date. Student organizations may be fined for late filing, or lack of filing an Event Registration Form.
Third Tab—"Communications"
Click on Communications Tab to:
• Add event to the calendar.

• Adding Event to Law School Web Calendar:
  • Under “Add This Event to Calendar”
  • Choose Calendar “type”—"Student Events" (it will appear in general but specifically if “student” box is checked, just student events will appear on the feed.)
Fourth Tab—”Audio/Visual”

Click on the Audio-Visual tab to:

• Request AV support.

• Once your event has been approved, the Classroom Technologies Manager will be informed to expect a support request. You will receive an email with a special support request link:

  Your event, [name inserted here], being held in room [inserted here] date/time [inserted here] has been approved.
  You have requested assistance from Information Technologies (Audio/Visual). Click on this link to formally request A/V support services. Save this link in order to modify A/V requests for this event in the future.

• If no AV Support needed---click on “no” in drop down menu
Off-Site Events:

- Click Campus/Ithaca Area when:
- Event is off-site but you want it posted to the calendar
- Request “Communications” support for digital screens, posters, etc.
- Write in the location on the date and time of the event
Hit: “Save and Close”

- Follow up with support requested
- Edit Event?
  
  » If you change the date—you must delete and start over. If you want to change the time and/or location of an existing event, your event will go through a re-approval process. You will receive an email notification once it has been reviewed. Any Facilities, A/V or Communications/Publicity support requested will automatically be notified of your change via email upon approval—BUT follow up with them individually to confirm.

- Deleting Events

- If you delete an existing event, you will need to contact any support you have requested
IMAGES/PUBLICITY

• Creating publicity images using Cornell Law School templates

  » Refer to instructions on Event Planning Web Site: http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm
  
  » Where it says “Free and Open to Public”---edit or add to that line the appropriate sponsorship language, i.e. “Co-sponsored by GPSAFC, other groups/departments, etc. and Open to the Graduate Community”

  “Please contact (name of event host) at (netID of the host) for any special arrangements you may require in order to attend this event”. Forward advertising e-mail/flyer to Linda as this document is required to access GPSAFC funds.
WORD ABOUT JUDGES

• Additional and special procedures in place for bringing in a judge as a speaker.
• Can be found here: http://www.lawschool.cornell.edu/studentlife/eventplanning/Guide lines-for-Bringing-Judges-to-the-Law-School-other-than-Moot-Court.cfm
• Meet with me VERY early in the planning
Program Events w/ speakers---Execution of

- Along with Budgeting, etc., Linda will assist with all planning, preparation, execution, etc. of programs
- Remember to follow-up with key departments after completing MRM (Meeting Room Manager)
- Things to remember throughout actual program:
  - Plan in place for speaker(s)---ground transportation to/from hotel—convey all instructions to speaker(s)
  - Dress professionally—have members dress professionally as well
  - Plan in place for meeting/greeting speaker(s)
  - Introductions prior to presentation---who is doing, bios, firm grasp of topic
  - Follow-up/wrap up after presentation—thanks,
  - Private lunch/dinner---people secured, location secured, payment options secured
  - Reimbursement instructions/packet to speaker(s) – Ask Linda, she will provide
  - Follow-up “Thank You Note”
Reducing Out of Pocket Expense:

• Independent versus University
  » All about the sales tax and who accepts direct billing or not.
  » Reimbursement procedures---NON payroll deposit form

• Student Travel
  » Procedure
    - Prepare budget for one person attending
    - Email a copy of the budget to L Majeroni for review---once approved then send to Dean Miner
    - If funding received (always “up to” amount) then
      • See Jannica Moskal, Dean Miner’s assistant---she will assist with travel, cash advance (pls note, she canNOT make hotel reservations and/or rental car reservations).
      • Cash Advance
        • Reimbursement must be submitted and completed within 30 days of travel.
    - Release forms---turned in PRIOR to departure. If this form is not completed and signed, travel is not authorized and the student will not be reimbursed.
    - In addition, failure to timely complete and submit the required releases or to comply with any of the following Travel Guidelines may result in the Dean of Students cancelling current and/or future funding for the specific student organization. All students traveling must contact Dean of Student’s Assistant prior to departure.
Conclusion

• Look over materials
• Check out website
• Meet with members of board
• Begin planning the entire year---what you want to do when
  Submit requests by 15th of each month for following month.
• Determine funding needs
• Questions/assistance needed throughout planning process---
  contact Linda via lam32@cornell.edu to schedule appointment or
  stop by