



SYMPOSIUM & SEMINAR GUIDE

SCHOOL OF BIOLOGY

2009-2010

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Introduction

This handbook is intended for the use of faculty members in the School of Biology. Its purpose is to provide general guidance to organize seminars, symposiums, and retreats.

First Things First

- Develop your idea
- Create a budget with input from Nena Gray in Finance
 - Research potential funding sources
- Convene a committee for pre-planning meeting
- Determine
 - Date
 - Time
 - Location
 - Event format
 - Audience
- **SUBMIT IDEA WITH PROPOSED BUDGET TO THE CHAIR FOR APPROVAL --- REGARDLESS OF FUNDING**
 - Upon approval, notify Barbara Walker to facilitate the administrative process
- Investigate needs for special permits, licenses, insurance, etc.
- Select and reserve primary venue and rain location, if outdoors

Venue Information

Room reservation contacts (not for classrooms):

- Lisa Tuttle – Cherry Emerson (202, 204, 320, 321) 404-894-3735
- Susan Ryan – ES&T (L1205, L1175, L1116) 404-894-3893
- Susan McCoy – ES&T (L1255, L1125, L1118) 404-894-2865
- Selina Tinsley – ES&T (L1229) 404-385-6194
- Pat Jordan – Whitaker 404-385-3901
- Kathy Huggins – IBB – 404-894-2228
- Alyceson Andrews – IBB conference rooms – 404-894-6228
- Brenda Rawlins – 3201A and other conf rms in M Building – 404-894-4002
- Denisha Thomas – Ground floor classrooms M Building – 404-894-1252
- Brenda Mattox – CHBE (atriums and common areas) – 404-894-2848
- [Outdoor Venues/Campus Classrooms](#) – Beverly Peace – beverly.peace@spaceplan.gatech.edu, 404-894-4802
 - Provides floor plans of all campus buildings
 - Schedules Free Speech area
 - Students can request permission to hang banners, fliers, and chalk on campus, as well as use amplified sound
 - Athletic Venues – Also contact Jeff Gilbert, JGilbert@at.gtaa.gatech.edu, 404-894-5431

- Reserving trash cans – 404.385.1000
 - Non-instructional classroom space – contact Beverly, the Building Manager of the venue or the Dean’s Office
- [Student Center](#)
- [Online Reservation System](#) – real time system; Spring, Juniper, Rooms 301 & 359 in Student Center can be used as “pop-up” room space, if not already reserved
- [GT Hotel and Conference Center](#)
 - Comprehensive meeting and accommodation facility
- [CRC](#) – Campus Recreation Center
- [Library](#)
- [Global Learning Center \(GLC\)](#)
 - Meeting planners for each event
 - Carlyle's is dedicated caterer
 - Special partner pricing to Georgia Tech clients
- [Technology Square Research Building \(TSRB\)](#)
 - Not many outside TSRB groups can reserve space

Catering Information

- [Sodexo](#) (Georgia Tech Catering) – Melanie Union – Melanie.Union@sodexoUSA.com, 404-385-3609
 - Custom designed menu available for any budget
 - Full service
 - Einstein Bros., Jackets and WOW Café & Wingery included
 - Meet all dietary needs
 - Possible to go off-site
 - 11% ROI (return on investment) to Institute
 - Internal billing process
 - Sodexo contributes resources to the community
- [Preferred Vendors](#)
 - On-campus event greater than \$200, you must use a GT approved caterer
 - <http://www.procurement.gatech.edu/hirecaterer.htm> (list of approved caterers)

- [Exceptions](#)

In rare cases when the primary and secondary catering services cannot meet the needs of an event, a request for exception can be made to the Student Center Director by completing the [Catering Services Exception Form](#) and attaching the contract and menu. Exceptions must be requested at least 3 weeks prior to the date of the event. If the exception is granted, then the approved Exception Form and contract should be forwarded to Business Services for signature. The approved Exception Form must be attached to all approved invoices submitted to AP for payment.

As exceptions require significant administrative effort to enact, approval will only be granted in extraordinary cases.

- [Exception Form](#)

- Please see the Auxiliary Service's policy for [Catering Services](#).

Contract Information (if required)

- When choosing a venue, be mindful of the following:
 - Room blocks
 - Food & Beverage Minimums
 - Cancellation clauses
 - Non-refundable deposits
 - Guarantee deadline dates
 - Liquidated damages
- Any expense over \$5,000 is subject to an open bid process
- **Contracts and/or agreements, of any kind, CANNOT be signed or approved by faculty or staff**
-
- Submit all contracts or agreements to Nena Gray for review.
 - Nena will then submit contracts to Judy Whitfield – judy.whitfield@business.gatech.edu, 4.9054
 - Always use official name
 - The Board of Regents of the University System of Georgia by and on behalf of the Georgia Institute of Technology
 - Check requests submitted to AP should include the signed agreement (by both GT and the vendor)

Alcohol Policy

- Review and understand GT alcohol policies
 - [Staff Alcohol Policy](#)
 - [Student Alcohol Policy](#)
 - Email notification to Donna Castenell - donna.castenell@business.gatech.edu with the following information: (**NOTE:** You **MUST** copy Barbara Walker on this email so she can submit a formal letter for approval to the Dean and Provost's office.)
 - What is the nature/type of event?
 - Where will the event take place?
 - How many people are expected?
 - When is the event going to be held (date and time)?
 - Are undergraduate students attending? If so, how many?
- Secure entertainment/musicians – consider using student groups
- Determine event AV needs
- Discuss AV needs with VIPs, entertainers, and speakers

EVENTS SPECIFIC TO THE SCHOOL OF BIOLOGY

Seminars:

- All School of Biology seminars must first be approved by Dr. Joshua Weitz before contacting Lisa Tuttle.
- Host and/or guest will need to determine **audio/visual needs**. If you are unfamiliar with the room equipment, please contact Lisa Tuttle for assistance, prior to the day of your event.
- Contact Lisa Tuttle with the anticipated **date, time and number of attendees**, in order to reserve the correct size of seminar room. Please note your preferences for room reservations.
 - Friday seminars are normally held from 12-1 pm
 - Tuesday or Thursday seminars are normally held from 11-12 pm
- **Refreshments** - Cookies are provided for departmental seminars. Additional refreshments are the responsibility of the host. Set-up and clean-up are provided by the department.

Symposiums:

- **Submit budget** to school chair, requesting approval for the event. To assist in your proposed budget, you may call potential venues and caterers to obtain estimated costs.
- Upon approval, notify Barbara Walker to facilitate the administrative process.
- **Choose venue**, considering availability, ease of travel for guests, parking capacity, size of symposium, A/V equipment available, ease of transporting items needed for event, etc.

Suggested venues:

- ❖ Georgia Tech Hotel and Conference Center - 404-347-9440
<http://www.gatechhotel.com/MeetingsEvents/index.cfm>
 - ❖ The Global Learning Center – 404-385-6203 <http://www.gatechcenter.com/>
 - ❖ GTRI Conference Center - 404-407-6017 <http://www.gtri.gatech.edu/confctr/>
 - ❖ The Georgian Terrace - (404) 898-8300
<http://www.thegeorgianterrace.com/meetings/index.cfm>
- **Contact coordinator** at your chosen venue directly in order to begin planning. The coordinator will be able to help you with important details like room availability, break-down of costs, scheduling, catering, A/V needs, etc. Most venues require a deposit at booking to reserve your date. (Provide the Biology Financial Office with proof of deposit requirements, and they will request a check for the venue from

Accounts Payable.) **Planning and reservations should begin 3-6 months before such an event**, in order to guarantee proper arrangements.

- Make **travel arrangements** for invited guests/speakers, including plane tickets and hotel reservations, if necessary. **(3-6 months in advance)**
- After planning **A/V needs** with venue coordinator, determine what additional equipment and/or supplies will be needed from SOB. (See Lisa Tuttle for additional information regarding the process of reserving and checking out equipment - **1 month advance notice**)

Examples of equipment to consider:

- ❖ Extra laptops Mac and Windows
 - ❖ USB thumb drive storage
 - ❖ Extra network cables, power cables, power strips
 - ❖ VGA cables, DVI cables, VGA convert to DVI
 - ❖ Extra overhead projector
 - ❖ Laser pointers
- Contact Troy Hilley to obtain help in loading presentations in your laptop or local computer, wireless microphones, etc. ****Upon return, please remember to include all of the cables, adapters and connectors as they are expensive to replace. ****

Retreats:

- **Submit budget** to school chair, requesting approval for the event. To assist in your proposed budget, you may call potential venues and caterers to obtain estimated costs.
- Upon approval, notify Barbara Walker to facilitate the administrative process.
- **Confirm** with Financial that you have the funds to cover the cost of lodging and catering, and if there are limits and/or restrictions. (Guest and spouse costs will not be included. Additional fees for spouse and/or dependents must be paid at check-in by faculty member. If the guest is a speaker, he/she may pay up front and turn in receipts for reimbursement.) There are lists of requirements and restrictions, so find out before you make plans what is and is not provided by funding.
- **Choose** a location for the retreat and contact the venue to check availability and for information regarding packages, and/or room price, catering, seminar or classroom reservations, audio/visual needs, near-by restaurants, shops, etc.
- Ask the hotel or lodge if it's possible to receive an all-inclusive package, including room rentals, equipment, meals and breaks. If they do not, they will usually recommend a preferred caterer. Be prepared with the following information:
- Number of attendees
 - Decide what times of day food will be needed. (Breakfast, snacks, lunch, dinner)

- Decide what types of food are desired, taking into consideration choices for a broad range of tastes, e.g., meat, chicken, fish, vegetarian dishes)
 - Beverages – ice, sodas, water. (Alcoholic beverages are not allowable charges.)
 - Does the catering company provide plates, glasses, utensils?
 - Does the catering company provide set-up and clean-up services?
- Set deadline for registration and let venue know the number of rooms needed.
 - Contact Frank Cannella to reserve SOB van for use if necessary. Submit your requests to facilities_help@biology.gatech.edu
 - Create an agenda
 - POSSIBLE RETREAT SITES
 - [Amicalola Falls State Park](#)
 - [Banning Mills](#)
 - [Brasstown Valley Resort](#)
 - [Callaway Gardens](#)
 - [Camp Carter](#)
 - [Cloudland Canyon State Park](#)
 - [Forrest Hills Mountain Resort & Conference Center](#)
 - [Fort Yargo](#)
 - [Legacy Lodge & Conference Center](#)
 - [The Lodge at Simpsonwood](#)
 - [Montara Farm](#)
 - [Red Top Mountain](#)
 - [The Ritz-Carlton Lodge, Reynolds Plantation](#)
 - [Rock Eagle](#)
 - [Unicoi State Park and Lodge](#)
 - [WinShape Foundation](#)

Reservation Process for Seminar Speakers/Guest Speakers/Faculty Candidates

All School of Biology seminars must first be approved by Dr. Joshua Weitz before contacting Lisa Tuttle.

If the guest is a Faculty Candidate or General Seminar Speaker, the stay will be paid for by the School of Biology. Travel companions must be paid for by guest, with one exception; if a Faculty Candidate is asked to return for a second visit, his/her spouse may be included.

- **Travel Information**

Lisa Tuttle will arrange travel and hotel accommodations for General Seminar Speakers and Faculty Candidates. She will need the following information:

1. Dates of arrival and departure, and preferred times of flight
2. Candidate/speakers' contact information, i.e. name and title, email address, phone number
3. Title of their talk, school/university/business from which they are associated
4. Electronic copy of CV
5. Spouse information if the stay is for a Faculty Candidate's second visit

- **Hotel Information**

The following information will be needed:

1. Dates of stay
 2. Number of guests, or number of rooms to block off for guests to reserve on their own, in the case of symposiums (Note – guest will not be paid for by SOB) (See financial rules for guests)
 3. Hotel preference – see below list of direct-billed/approved vendors:
 - Georgia Tech Hotel – 404-838-2100
(Most people choose this hotel because of the location and convenience. If no room is available, we will check for vacancy in the following order.)
 - Hotel Midtown– 404-873-4900
 - Georgian Terrace – 404-897-1991
 - Hotel Indigo – 404-874-9200
 - Courtyard Marriott – 404-607-1112
- Lisa Tuttle will send the host and guest, a copy of the travel itinerary and hotel reservation, once received.
 - **Agendas** – You or Lisa Tuttle may then create an agenda for the guest.
 - **Honorariums** – General Guest Speakers may receive an honorarium after their visit. This does not apply to Faculty Candidates. If the speaker is a foreign national, he/she will need to see Nena Gray before leaving the country. They must bring their passport and I-94, and complete additional paperwork in order to receive an honorarium.

Printing

Printing Needs:

- Badges
- Posters
- Directions
- Itineraries
- Programs (inc. binding)

Interactive Media Technology Center

For more information, please contact:

Brian D Jones

Interactive Media Technology Center

Georgia Institute of Technology (Georgia Tech)

bldg TSRB, Suite 305

85 5th street NW

Atlanta, Georgia 30308

voice: 404-894-1074

fax: 404-894-7038

brian.jones@imtc.gatech.edu

Brief summary of print services and prices: <http://www.imtc.gatech.edu/MediaServices/index.html#print>

Copy Club Parcel Plus

James Hawes

85 Fifth St. NW, Suite D

Atlanta, GA 30308

Phone: 404-876-9667

Fax: 404/876-9662

Email: copyclub39@copyclub.com

Website: http://www.parcelplus.com/pp_cntr/index.cfm?store=224

Questions:

- What services do they offer?
- What price?
- What time frame? How far in advance needed? How long before they can be picked up?
- Emergency prints available?
- Deliver or pick-up?

Printing & Copying Services

811 Marietta Street

Atlanta, GA 30332

Voice: 404-894-3570

Fax: 404-894-8615

Email: pcs@oit.gatech.edu

Website: www.pcs.gatech.edu

Offer a lot of different printing and binding options.

Online estimate request available.

May need more time than other companies.

Visitor Packets

Visitor packets:

Key Speakers:

- Personalized itineraries
- Symposium program
- Name badge
- Directions (from hotel to venue, restaurants, airport, parking, etc.)
- Emergency contact #s (taxi, main office, host of symposium, etc.)
- Notepads and pencils/pens with Biology branding (for taking notes)

Questions:

- Where do your supplies come from? Bio-Hub or must they be ordered?
- Who will assemble the packets? Hire help?
- Where are the packets available for pickup?
- Who assembles the emergency supplies box?
 - Where does it go? Who picks it up? Who monitors it?

Advertising

Questions:

- How do you plan to advertise? Posters, flyers, website, email, etc?
- Who is responsible for design, printing, posting, etc.?
- What is the budget allocation for advertising?

Emergency Supplies Box

Emergency Supplies Box (available for check-out in Lisa Tuttle's office):

- Tape
- Staplers
- Pens, pencils (1 box each)
- Sharpie black markers (1 box)
- Rubber bands (1 box)
- Extra badges, badge templates
- Scissors
- Notepads, Post-it Notes
- Pushpins (for posters) (1-2 boxes)
- Laser Pointers (6)
- Batteries (back-up for laser pointers)
- Stopwatch or timer for talks
- 1-2 USB (flash) drives and burnable CDs (in case a speaker has trouble with their talks)
- 1 box transparencies and write-able markers
- Extension cord

Helpful Links

Checklists

- [Budget Checklist \(94K .xls\)](#)
- [Event Checklist \(100K .doc\)](#)
- [Event Management Timeline \(220K .doc\)](#)
- [Planning a Green Event](#)
- [Pre-Event Questionnaire \(92K .doc\)](#)
- [Selecting Speakers & Entertainment \(96K .doc\)](#)
- [Selecting Your Event Space \(92K .doc\)](#)

Sample Templates

- [Detailed Final Event Plan \(Spring 2008 Event Plan\) \(44K .xls\)](#)
 - [Sample Event Briefing \(56K .doc\)](#)
 - [Sample Event Day Schedule \(84K .doc\)](#)
 - [Post Event Evaluation Template \(133K .xls\)](#)
-