

Meeting With Success at Hofstra University
Sponsored by the Office of Event Management
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Room 140 Hempstead, New York 11549

Contact the Office of Event Management at x3-4067 for more information about this and other meeting checklists.

Meeting Format: Roundtable

The Merrill Lynch Center: The mission of the Merrill Lynch Center is to promote and facilitate faculty and student study in the field of international financial services and markets and to communicate knowledge and information in this field. The Center will seek to accomplish this through (a) the interaction of academics and professionals; and (b) an interdisciplinary approach to the study of the Center's areas of interest. Hosting of the conferences, seminars, and workshops has been one way the center has identified to fulfill their mission. For more information, contact Professor Gioia Bales (gioia.p.bales@hofstra.edu), Center Administrator, or click to view the Merrill Lynch Center website:
http://www.hofstra.edu/Academics/Business/MLC/index_MLC.cfm.

Timeline for event planning: Discussions related to participation, date/time of event and location began one year in advance and were ongoing. All panelists are coordinated through one faculty member, based on knowledge of topics or research accomplishments, presenter availability, and willingness to present. The timeslot was chosen to coincide with the formal Hofstra MBA "common hour", on Wednesday evening December 1, at 6:15 immediately following the completion of classes at 6:10pm. All details for the event were finalized 10 days in advance and verbally reviewed with Audio Visual Services Manager (x3-4128) and Event Management Staff (x3-6631)

Furnishings:

The Greenhouse is set up with the panel of speakers on the east side of the room. The set up included a standing lectern (with Hofstra University silk banner, available from the Office of Event Management) and 1-6ft table with table skirt and blue table cloths (reserved with Hofstra Dining Services, x35395) on each side of lectern with 2 chairs behind each table facing 100 row style chairs. 2-6 ft tables were placed on the north side upper level for food and registration was not required. Hofstra & U.S. flag; School of Business gonfalon behind lectern were also reserved and used, along with two wood easels used for signage outside of the Rathskeller (nearest hallway) and in the Student Center Atrium.

Audio Visual Equipment:

2 table microphones and 1 lectern microphone, overhead projector, video projector for PowerPoint (installed at lectern) and portable screen were requested and set up by 6pm. Speakers presentations were tested immediately prior to the event start. Portable screen was used to side of panel tables for viewing of audience. Technical assistance was provided immediately prior to start to assure connections and acceptability of speaker needs. Laptops were provided by speakers.

Special Issues:

Noise in the rear of the room from a heating generator made it difficult to hear for people sitting in the upper level. Notification to Program Coordinator was delivered to moderator who informed speakers of using the microphone effectively by speaking from a distance of 3-5 inches.

Program Details:

Dr. Papaioannou provided the 'welcome' introduction of speakers and moderator. Explanation of format- speakers present, then open it up for questions and answers following the presentations- to inform audience. Event was scheduled to end at 9pm, but discussion was allowed after time by moderator. Presenters Papers are posted on the Center website, to benefit students who are completing reviews and reactions for class work and for public view, following the event. Students are given the option of writing reaction papers and attendance at the event for extra academic credit.

Promotion of Event:

Event is announced on the Center website, on the FMA website, by faculty at the class meetings of all Business students (including MBA). Faculty is also given flyers to distribute to students in classes. Business faculty is invited by email. The messages are included with the Hofstra Daily Message, "It's Happening @ Hofstra" sent through Publications (with prior approval of area heads).