

Introduction

Event Management Keeps Meetings and Gatherings Running Smoothly

With the fall semester winding down, the Office of Event Management is beginning to prepare for the spring semester by introducing some new services to the Hofstra community. Since June 2001, when the office underwent a reorganization that included merging the Offices of Scheduling, Conference Services and Audio Visual Services, the staff has been working to connect with meeting planners campuswide.

"With our offices working together, we have been able to reach more of the campus and assist many departments in coordinating their meetings and events with the important annual gatherings that make up our University calendar," said Chris Adams, Director of Event Management. "We are working to make our office a point of information for Hofstra faculty, students and staff to rely upon when choosing dates and developing event concepts. Our goal is to make the entire event scheduling process flow smoothly."

Located in Room 112 Student Center, the office is open 8:30 a.m. to 11 p.m., Monday through Friday. The Hospitality Center is staffed on Saturday and Sunday from 8:30 a.m. to 5 p.m.

Additionally, the Web site for the department has recently been modified. "We have included details about the meeting rooms, some of our procedures, and additional information and Web sites that can be helpful to meeting planners," said Kathleen Dwyer, Associate Director of Event Management Systems. "We are also debuting our first e-newsletter, *Eye on Events*, in December. We hope to increase the awareness on campus of what goes on day to day, and who the people, departments or organizations are behind the events. This should serve to provide a network of planners that can be helpful to everyone in these efforts."

In addition, there will be a regular feature titled "Helpful Hints from the Event Management Office" in the *Hofstra Pride*, which will offer tips and resources for event planners.

The office invites everyone to a Holiday Open House in the Hospitality Center (formerly the Information Desk) in Room 112 Student Center on Friday, December 12, from noon to 6 p.m. Refreshments will be served and the staff will be on hand to greet visitors. Please visit the office of Event Management online at www.Hofstra.edu/oem. If you would like to begin receiving the e-newsletter *Eye on Events*, please visit www.hofstra.edu and click on "Subscribe to Hofstra Newsletters."