

Planning a Workshop

The Office of Event Management presents a series of articles for planning different types of events

What is a workshop?

A workshop provides its participants with an informal setting for discussion of a topic of interest for the purpose of achieving a task. By sharing information, ideas and questions we become more able to understand a process.

The Office of Event Management has produced a series of workshops, *Meeting With Success at Hofstra University*, in response to requests from University staff and students for assistance with the complex task of producing successful gatherings. "We want to provide the entire Hofstra community with an opportunity to become more proficient in the process of planning successful events. The ideal session will include different levels of experience and more than one type of event. We hope that the sessions will help planners achieve the result they are looking for", said Kathleen Dwyer, Associate Director of Event Management Systems. Click below to view the **Workshop Checklist** for this event, or visit the Office of Event Management website at <http://www.hofstra.edu/oem> and click on Planner Resources for more information.

Workshop Checklist - http://www.hofstra.edu/pdf/OEM_Checklist_MWS.pdf

Workshop Flyer 1 – http://www.hofstra.edu/pdf/OEM_Flyer_MWS1.pdf

Workshop Flyer 2 – http://www.hofstra.edu/pdf/OEM_Flyer_MWS2.pdf

For information about dates and times, or to register for a workshop, please call x34067.