



Plan an Event at HSPH

ATTENTION STUDENTS:

Check with the Office for Student Affairs
(<http://www.hsph.harvard.edu/studentaffairs/index.htm>)
on how to plan an event.

For Staff and Faculty

Set a date.

Check Harvard calendars to ensure there are no conflicting events.

HSPH online calendar (<http://www.hsph.harvard.edu/calendar/>)

HMS online calendar (<http://medapps.med.harvard.edu/eventscal/asp-html/index.asp>)

Harvard University Gazette (<http://news.harvard.edu/gazette/calendar-submission/>)

Reserve a room.

Go online at <http://ems.sph.harvard.edu/virtualems/> to reserve many rooms at HSPH.

If a large crowd is expected, also book an “overflow” room and contact Media Services (<http://www.hsph.harvard.edu/administrative-offices/information-technology/services/media-services/>) to broadcast into the overflow room.

To reserve rooms at Landmark Center, check

<http://www.hsph.harvard.edu/landmark/conference.html> for contact information.

Contact Media Services AS SOON as a date has been set.
(<http://www.hsph.harvard.edu/administrative-offices/information-technology/services/media-services/index.html>)

They can arrange:

Presentation of PowerPoint slides at event

Microphones

Live or taped webcasting

Computer/Internet needs

Notify Security (617-432-1040).

Request visitor IDs for speakers and visitors at

<http://www.hsph.harvard.edu/administrative-offices/operations/> (Click “Visitor Pass” under “Forms”)

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Notify Operations (617-432-3521 or 617-432-1152) for the following Operations/Food Service Issues in HSPH Buildings:

Will there be entertainment?

If yes, describe the nature of the entertainment and any special arrangements that need to be made. Call 617-432-3521.

Will there be a fee charged or donations accepted for admission?

Call 617-432-3521.

Will individuals or groups from outside HSPH be invited?

Call 617-432-3521.

Will there be a well-known or prominent speaker?

Call 617-432-3521 AND 617-432-4388.

Will there be catering? Fill out a catering order at

http://www.dining.harvard.edu/retail_dining/restaurants_sebastians.html or call Sebastian's Cafe at 617-432-1045. (Under a contractual agreement between HSPH and Harvard University Dining Services, Sebastian's is the sole provider for catering services at the School). Remember to order water for your speakers.

Will alcohol be served? Read HSPH's Alcohol Policy at

<http://www.hsph.harvard.edu/administrative-offices/operations/policies/alcohol.html>.

Will there be anyone requiring special needs (for example, wheelchair accessibility)? Please notify Mary Jane Curran, 617-432-3521.

Will the event take place before or after the typical business hours of M-F, 9 a.m. to 5 p.m.? Call 617-432-3521.

Publicize.

Post the event to Harvard calendars:

HSPH online calendar (<http://www.hsph.harvard.edu/calendar/>)

HMS online calendar (<http://medapps.med.harvard.edu/eventscal/asp-html/index.asp>)

Harvard University Gazette (<http://news.harvard.edu/gazette/calendar-submission/>)

Submit to E-Mail Digests:

Staff Heads Up: A weekly email to HSPH staff. Submit by Thursdays by 5:00 p.m.

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The email is sent each Tuesday. Go to <http://www.hsph.harvard.edu/administrative-offices/human-resources/> and click the "Learn more" link under "Staff Heads Up." Staff may also use this link to submit to Student Digest.

Student Digest: A daily email to HSPH students. Visit the School's home page at <http://www.hsph.harvard.edu>. Choose "Post an Announcement."

HMS Quad Bulletin: A weekly email to faculty, staff, and students located around the HMS Quadrangle and at the HSDM. Click <http://hms.harvard.edu/public/qb/index.html#top>

- Contact Harvard Public Health NOW** at croache@hsph.harvard.edu if the event's topic is of broad interest and you wish to inquire about coverage.

- Post flyers.** Content should be appropriate for all ages. One event per flyer, posted within two weeks of event. List sponsors and contact information:
 - At HSPH, on bulletin boards next to elevators around the School
 - At HMS, drop off about a dozen flyers at HMS Facilities Office, 180 Longwood Ave.
 - At Vanderbilt Hall, 107 Avenue Louis Pasteur
 - At Harvard University Events and Information Center, Holyoke Arcade, 1350 Massachusetts Ave.
 - At outdoor kiosks in Harvard Yard (flyers taken down every Monday and Thursday morning)
 - At Loker Commons, Harvard Yard
 - Within academic buildings, Harvard Yard (flyers taken down Sunday nights)

- Erect posters on easels in the FXB and Kresge Buildings lobbies**
 - Posters on easels should not be displayed more than 5 business days in advance of the scheduled event. **Posters in violation of this policy will be discarded.** Removed easels will be stored in the cabinets near the Security desks in the Kresge and FXB lobbies.
 - Posters should be removed immediately after the event has occurred.
 - All posters on display should be Harvard-related.
 - For posters that have multiple days and times listed on one poster, please contact the Office of Communications at 617-432-4388 to discuss when the easel should be erected.

At HMS:

- Warren Alpert Building, call 617-432-0980
- Medical Education Center, call 617-432-4685
- New Research Building, call Facilities, 617-432-8990

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- Submit a PDF or a PowerPoint of a flyer for the **plasma screen TV** in the Kresge Building lobby to ejurgens@hsph.harvard.edu. Use landscape format. Imagery is recommended. Not too much text.
- Contact croache@hsph.harvard.edu if you **expect or want media to attend**. Also, contact the Office if a **well-known speaker is coming**.
- Request use of a **display case** at ejurgens@hsph.harvard.edu.
- Consider hiring a **photographer**. For advice, email croache@hsph.harvard.edu.
- Advertise at **Longwood and Harvard-affiliated institutions**.

Please note: Most require that their institutions be a co-sponsor of the advertised event, or that an individual from their institutions is speaking:

- BIDMC Personnel Department, 617-667-0598
- Broad Institute's Office of Communications, 617-252-1064
- BWH Environmental Services, 617-732-7130
- Children's Hospital, Department of Public Affairs, 617-355-6420
- DFCI Communications Office, 617-632-4093
- Joslin Diabetes Center Public Relations, 617-732-2415
- MGH Human Resources Department, 617-726-8457

Direct attendees.

Post directional flyers around the School to guide your attendees to the room. Directions to HSPH are available at <http://www.hsph.harvard.edu/about/location-and-directions/>

Arrange parking for speakers.

Visit <http://parking.med.harvard.edu/>.

Identify speakers

Provide nametags and place name cards on speakers' table