



AY 2022-2023 EVENT SUPPORT GUIDELINES

These policies and procedures apply to all events being sponsored by the Department of Political Science. In order to request our support for your event, please fill out the [Event Support Form](#). The below guidelines will provide you with a breakdown of the range of work we offer. This is a living document that will likely change as we continue to learn the best ways to support you.

Thank you for ensuring that you provide us with the necessary information so we can take efficient and effective action. Filling out the form is a necessary step in our ability to provide the best support possible for your events.

If you have any questions or concerns about using these guidelines, or the event support form, please don't hesitate to reach out to [Ariel Sowers](#) for assistance. I am more than happy to set up an in-person or zoom meeting to discuss your event needs.

All event coordinators should be familiar with Northwestern's [Travel, Entertainment and Courtesy Guidelines](#), [WCAS's Entertainment and Travel Policy](#), and [University COVID guidelines](#).

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@ NU Political Science



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Event Support Form and Event Support Update Request

NU Political Science Event Support Form

Submit events using this form to add them to the department calendar and to request staff support for room reservations, catering requests, Zoom set-up, and marketing and communications. You can read more about our [Event Support Guidelines here](#).

Event Coordinator *
The point person for the event

Coordinator Email *
Where should we send questions and confirmation emails?

Coordinating Group and Co-Sponsors

Staff Support
How can we best support your event?

Select or enter value ▼

Any other notes?

Event Name

Presenter Name(s)
Please list the names, titles, and affiliations for all presenters &/or guest speakers.

Presenter Mode (In-Person or Virtual)

Select or enter value ▼

Description
If description is not yet available, when should we check in?

⇐ In order to request our support for your event, please fill out the [Event Support Form](#). If any details are not yet final, please include TBD or Forthcoming in the Event Name and Description sections.

Two weeks before your event, if you have not provided an event title or description, you will receive an automated email ⇒ requesting an update.

The phrases “session details forthcoming,” “TBD,” or a blank cell will trigger the update request.

Enter your updated event details in the “Description” section.

Hello [redacted]

You are receiving this message because your event, International Relations Speaker Series: Joshua Busby is missing a talk title and a description or abstract. Please see the attached form to update your entry.

If you have any questions, please reach out to ariel.sowers@northwestern.edu.

Thank you,
Ariel J. Sowers (she/her/hers)
Program Assistant 3
Events and Communications Coordinator
Department of Political Science
Northwestern University

[Open Update Form](#)

Row 1117	
Reviewed	<input type="checkbox"/>
Entered in NL	<input type="checkbox"/>
Created	09/13/22 5:39 AM
Staff Support	
Photo name	
Event Name	International Relations Speaker Series: Joshua Busby
Description	Session details forthcoming. Dr. Joshua Busby is an associate professor of public affairs, a distinguished scholar at the Strauss Center, nonresident fellow with the Chicago Council on Global Affairs , and a senior research fellow at the Center for Climate & Security. He is on leave in 2021–22 serving as a Senior Advisor for Climate at the U.S. Department of Defense. Dr. Busby has published widely on climate change, global health, transnational advocacy movements and U.S. foreign policy for various think tanks and academic journals, including International Security, International Studies Quarterly, Security Studies and Perspectives on Politics. His first book, Moral Movements and Foreign Policy, was published by Cambridge University Press in 2010. His second book, AIDS Drugs for All: Social Movements and Market Transformations, with co-author Ethan Kapstein, was published by Cambridge University Press in 2013 and won the 2014 Don K. Price Award (the American Political Science Association’s award for the best book on science, technology and environmental politics).
Date	11/11/22

Department of Political Science

Event Support Update Request

Hello [redacted]

You are receiving this message because your event, International Relations Speaker Series: Joshua Busby is missing a talk title and a description or abstract. Please see the attached form to update your entry.

If you have any questions, please reach out to ariel.sowers@northwestern.edu.

Thank you,
Ariel J. Sowers (she/her/hers)
Program Assistant 3
Events and Communications Coordinator
Department of Political Science
Northwestern University

Reviewed

Entered in NL

Created
09/13/22 5:39 AM

Staff Support

[Submit Update](#)

Action Item	For Staff	Info / Action needs from Fac/Grad Coordinator:
Communications		
<p>Qtrly / Annual Speaker Series Newsletter & Poster</p> <p>Due by: start of quarter</p>	<p>IF info received from Fac/Grad by deadline: Staff will draft event series newsletter and poster; will send to coordinators for review and approval within 10 business days. Will distribute NL and Posters at beginning of quarter.</p> <p>ELSE if (missed deadline): Fac/Grad coordinators can design their own poster / newsletter. Please send final drafts to Ariel.</p> <p>ELSE: Staff will only draft flyers and digital comms for individual events in the series with available information.</p>	<p>Submit the following information via the event support form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Event Dates <input type="checkbox"/> Event Start/End times <input type="checkbox"/> Speaker(s) Names & Affiliations <input type="checkbox"/> Specify if event is planned In-Person, Hybrid, Remote w/ in-person attendees, Remote-only
<p>Planit Purple This is the best way to promote your event to the NU community at large as these events are published to our website via the Planit Purple platform.</p> <p>All communications will link to the corresponding Planit Purple page for more information and zoom registration.</p> <p>View all Political Science Dept Events on Planit Purple</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad by deadline: Events will be added to planit purple within 2-3 business days. Staff will send the link to event coordinators to approve draft.</p> <p>ELSE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Events will be added to planit purple within 2-3 business days. <input type="checkbox"/> Staff will do our best develop a complete event description from available information. <input type="checkbox"/> Speaker bio and profile photo will be selected from their professional website, if available. <input type="checkbox"/> Session title and description will be listed as TBD. <input type="checkbox"/> Zoom RSVP will require MFA/SSO (i.e., only current NU community members can attend) 	<p>Submit the following information via the event support form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guest Speaker Bio <input type="checkbox"/> Presentation Title <input type="checkbox"/> Presentation Abstract. <input type="checkbox"/> Hi-res profile photo &/or other event images <input type="checkbox"/> If applicable, links to external websites (e.g. papers, professional pages, co-sponsors, etc.) <input type="checkbox"/> Contact for inquiries about the event <input type="checkbox"/> Specify In-person and virtual audiences, for instance, open to Dept Only, NU Only, all public audiences, etc. <input type="checkbox"/> Any additional information <p>We understand that some details may not be available when the event is first scheduled. If any details are not yet final, please include TBD or Forthcoming in the Event Name and Description sections. When information becomes available, please notify us as soon as possible.</p> <p>We will follow up approximately two weeks before your event, if information has not been received.</p>

Communications Cont'd

<p>Department Newsletters Weekly Events Day before/of Reminder</p> <p>ABSOLUTE DEADLINE: Wed at noon, 1 week before event</p>	<p>IF info received from Fac/Grad: Events will be included in the weekly events newsletter. Individual event announcements and reminders will be sent out roughly 10 days, 5 days, 2 days before, and the morning of event.</p> <p>ELSE: Event will not be included in newsletter. Fac/Grad can send an email detailing the event to be forwarded to the listserv.</p>	<p>Submit the following information via the event support form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guest Speaker Bio <input type="checkbox"/> Presentation Title <input type="checkbox"/> Presentation Abstract. <input type="checkbox"/> Hi-res profile photo &/or other event images <input type="checkbox"/> If applicable, links to external websites (e.g., papers, professional pages, co-sponsors, etc.) <input type="checkbox"/> Contact for inquiries about the event <input type="checkbox"/> Specify In-person and virtual audiences, for instance, open to Dept Only, NU Only, all public audiences, etc. <input type="checkbox"/> Any additional information <p>We understand that some details may not be available when the event is first scheduled. When information becomes available, please notify us as soon as possible.</p> <p>We will follow up approximately two weeks before your event, if information has not been received.</p>
<p>Single event Flyer / Poster</p> <p>Abstract/description not required, but if not provided, only bio will appear on flyer, etc.</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad: Staff will draft event flyers / posters; will send to coordinators for review and approval within 10 business days. Will distribute flyers / posters throughout Scott Hall and with enough lead time, in other WCAS buildings like Kresge, Harris, and University Hall.</p> <p>ELSE: Fac/Grad coordinator can design their own poster / flyer. Please send final drafts to Ariel who will assist with hanging in Scott Hall.</p>	
<p>Social Media</p> <p>Social Media is a great way to share your event with the NU community and external audiences (like our alumni).</p> <ul style="list-style-type: none"> • If you request Social Media posts, your event will be set up like a public event, without MFA/SSO security. <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad: We will craft content based on event details and post it to social media channels: Instagram, Facebook, or twitter, as specified.</p> <p>Unless otherwise informed, all events communications will include:</p> <ul style="list-style-type: none"> • Register for zoom event at the link in our bio. • This event is not open to the public. • When available we can tag speaker and org to broadcast event. <p>ELSE: Fac/Grad coordinator can design their own social media image, and caption copy including relevant links to event pages. Please send final drafts to Ariel for posting to social media channels.</p>	
<p>External Comms</p> <p>All zoom rooms are set up with MFA/SSO log-in credentials unless otherwise specified.</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad:</p> <p>You will be responsible for your preferred external communications. We will ensure zoom registration settings will be open, and communication materials advertise the event is open to the public.</p> <p>ELSE:</p> <p>By default, all Political Science Zoom Events require MFA/SSO log-in credentials. If we are not informed that your event will be advertised externally, guests may not be able to attend.</p>	

Guest Speaker Arrangements

<p>Travel arrangements</p> <p>You can learn more about Northwestern's travel and entertainment policy here.</p> <p>Due by: > 1 month</p>	<p>IF info received from Fac/Grad: We will book flights through Egencia, premium economy or we can set up profile on Egencia so speaker can make own arrangements and NU will be direct billed. We will book hotel rooms, Hyatt preferred, we will direct bill. For ride-share we can purchase ride credits/vouchers. We can also reserve a rental vehicle.</p> <p>ELSE: Guest speaker will have to purchase their own flights, hotel accommodations, and transportation needs. We will reimburse them after the event.</p>	<p>Please have the guest speaker submit the following information via the NU Travel Arrangements Form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To have dept staff support Air/Rail/Car/Hotel, or to request a temporary NU Egencia account for the guest. <input type="checkbox"/> Guests may also book travel independently and seek reimbursement after travel is complete. Please note we can only reimburse economy or premium economy airfare. Contact Tricia if you have questions about other airfare classes.
<p>Honoraria</p> <p>You can learn more about Northwestern's payment guidelines here.</p> <p>Due by: > 1 month</p>	<p>IF info received from Fac/Grad: We will manage processing the payment through NU Financials.</p>	<p>Submit the following information via the event support form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For department events with sufficient funding, an honorarium of up to \$300 may be offered without pre-approval. For honoraria >\$300, please contact Will Reno and Stephen for authorization <input type="checkbox"/> US resident guests need to provide us with a W9 tax form. <input type="checkbox"/> Nonresident guests must complete a Nonresident Honorarium Packet
<p>Restaurant reservations</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad: We will place a reservation, provide a tax-exempt form, and a credit card number.</p> <p>ELSE: You will be required to place reservation, and cover meal purchase. Scan and email Ariel a copy of all receipts for reimbursement.</p> <p>AFTER: Please do not leave the restaurant without the receipt. Scan and email Ariel the receipt with the event name, and date. If you are being reimbursed, please also include your NetID, and I will process your reimbursement as quickly as possible.</p>	<p>Send Ariel an email with the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of attendees <input type="checkbox"/> Meal start time <input type="checkbox"/> Restaurant preference(s). Off-campus dining options <input type="checkbox"/> Any dietary / menu considerations? <input type="checkbox"/> Name to place reservation under

In Person Event Support

<p>Room & office reservation</p> <p>Due by: > 1 month</p>	<p>IF info received from Fac/Grad: We manage the room reservation calendars for 212 and Ripton 201, and office use in Scott Hall. If a different room is needed, we will coordinate with NU services to reserve rooms.</p> <p>Preferred room not guaranteed. We will ensure the room is prepared for your event. PLEASE NOTE: 319 is a small seminar room for fewer than 8 people.</p>	<p>Submit the following information via the event support form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expected number of in-person attendees. <input type="checkbox"/> Do you need any special equipment (Projector, Laptop)? <input type="checkbox"/> Will the event be recorded &/or broadcast via Zoom?
<p>Day of A/V support</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad: Will set up remote equipment for zoom use and presentation materials. We will need to know at least a week in advance to block time. The department will provide all zoom links for both virtual and hybrid events, unless otherwise instructed.</p> <ul style="list-style-type: none"> • The Zoom cart is highly requested equipment – reach out early if the cart is required <p>ELSE: You will be responsible for purchasing your own food or snacks for your event. Scan and email all receipts, be sure to include event name and date, and send to Ariel for reimbursement.</p>	<p>Submit the following information via the event support form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expected number of in-person attendees. <input type="checkbox"/> Restaurant preference(s) for catering options. <input type="checkbox"/> Any dietary / menu considerations? <input type="checkbox"/> Any special meal arrangements (i.e., catering to be served after Q+A, small group meal in another room) <input type="checkbox"/> Will you be providing the zoom link for any hybrid events? <input type="checkbox"/> If the session will be recorded, the speaker must complete a Media Release Form.
<p>Catering</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad: We will place orders and set up food in the room. You may request a preferred restaurant and inform us of dietary preferences/restrictions. We will do our best to accommodate.</p> <p>ELSE: You will be responsible for purchasing your own food or snacks for your event. Scan and email all receipts, be sure to include event name, date, and NetID. Send to Ariel for reimbursement.</p>	<p>Submit the following information via the event support form:</p>
<p>Room reservation & catering for in-person viewing of REMOTE presentations</p> <p>This has become a popular scenario post-pandemic, but in-person guest count is unpredictable, and catering is only offered on an exceptional basis.</p> <p>Due by: > 1 month</p>	<p>IF info received from Fac/Grad: We will do our best to accommodate your request, priority will be given to events with an in-person speaker.</p> <p>If your guest speaker will be in remote attendance, you must provide reasonable explanation for room reservation and catering requests.</p>	<p>Submit the following information via the event support form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expected number of in-person attendees. <input type="checkbox"/> Notify staff immediately if in-person activities are canceled so staff can cancel catering, open rooms, etc.

Virtual Event Logistics

<p>Live Zoom support</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad: Depending on availability, you can request that department staff attend your session live to help moderate Zoom and trouble-shoot technical issues.</p> <ul style="list-style-type: none">• Depending on needs and availability, the department will arrange that a member of Weinberg IT's webinar team joins the meeting – there is an hourly charge for WIT support. <p>ELSE: You will be responsible for monitoring the waiting room and moderating the chat.</p>	<p>Submit the following information via the event support form:</p> <p>If you or your guest speaker would like to record your event, they will need to sign a media release form for external speakers and let us know under what conditions they will allow the video to be recorded and shared (NU audience, password protect, public, etc.).</p>
<p>Additional Zoom support</p> <p>If you or your guest speaker requests an event recording, your guest speaker must submit a signed media release form to us.</p> <p>Due by: > 2wks</p>	<p>IF info received from Fac/Grad: We will upload the any recorded materials to a preferred secure site.</p>	