Planning an academic-related event on campus?
The office of Academic Programs (located in the Office of Academic Affairs, Siena Hall 202) is available to assist with any academic event, large or small. Whether you’re just looking for suggestions on location, or seeking help with all the details, we’re here to help.

Here’s a list of the most common event planning considerations ...

- **SCHEDULING OF CAMPUS SPACE** —
  
  **USUALLY THE FIRST STEP IN PLANNING FOR YOUR EVENT!** Many campus locations get booked months in advance. Once you have a date in mind, check availability on the online EMS Room Scheduling page (https://schedule.siena.edu/emswebapp/) and be sure to include all of your room setup instructions and requirements (A/V, catering, tables/chairs, podium, sound system, etc.). Need assistance? Contact Lynn Rogers at lrogers@siena.edu, ext. 6654.

- **AUDIO/VISUAL** —
  
  Laptops, projectors, carts, small laptop speakers and 6’ screens are available through ITS. Be sure to check all needed equipment on the EMS room reservation and then follow-up by contacting ITS directly via email at helpdesk@siena.edu with the details of your request. (A minimum of three business days required for requests.) Larger screens, microphones and sound systems are provided by the Facilities Office. Be sure that all needs are included on your EMS room reservation.

- **BUDGETING/EXPENSES** —
  
  The Office of Academic Affairs can process needed purchase orders, check requests, reimbursements and transfers from your Academic Program account.

- **CATERING** —
  
  All catering is handled through the campus food service provider, Siena Fresh/AVI Foodsystems. Please indicate your need for catering when you make your room reservation and then follow up by contacting the Director of Catering, Ashley O’Reilly at aoreilly@siena.edu or by phone at 518-783-2934 to place your order.

- **CONTRACTS FOR SPEAKERS/PERFORMERS** —
  
  Bringing in a speaker or performer? A Siena College Guest Performer/Speaker Agreement or an Honorarium Agreement and a W-9 are usually required. These forms can be found at: https://community.siena.edu/finance-and-administration/purchasing/contract-review-submition-instructions/. Please allow at least two weeks for processing. Once filled out and signed by the speaker/performer, these contracts are then submitted for College review through ProcessMaker (https://workflow.siena.edu/syscontracts/en/green/login/login?u=/syscontracts/en/green/87875389653ce7dca99589047084235/Request_for_Contract_Review_Form.php). Note: Contracts need to be approved before the event and before payment can be made. Late submissions may result in payment delays.

- **PROMOTIONAL MATERIALS** —
  
  Flyers, program booklets, posters, and more … the Academic Programs office can assist you in the creation, editing and design of publications to accompany your event. Contact Assistant Director of Academic Programs, Kathy Renaud, to schedule an appointment (Renaud@siena.edu, ext. 6889).

- **TRAVEL ARRANGEMENTS** —
  
  The Office of Academic Affairs can make travel and hotel reservations for your Program and process payment through your account. Contact Kathy Roberts for assistance (kroberts@siena.edu, ext. 2307).

- **QUESTIONS? NEED HELP?**
  
  Contact Director of Academic Affairs, Lynn Rogers (lrogers@siena.edu, ext. 6654). And remember, the earlier you start planning the more successful your event will be!
ACADEMIC PROGRAMS EVENT CHECKLIST

Planning a campus event? Use this form to gather your information.

- Faculty Name ___________________________ Dept. /Program____________________________ Phone _____________

- Name of Event _______________________________________________________________________________________

- Type of Event (e.g., conference, lecture, workshop, dinner) ____________________________________________________

- Date of Event _________________________________

- Time of Event (include start and expected end times)________________________________________________________

- Who are the sponsors of this event? (List all programs, departments, etc.) _________________________________
  _______________________________________________________________________________________

- Is this a student-sponsored event? If so, list student name(s), the group/club name, and contact information:
  _______________________________________________________________________________________

- Expected Attendance (include number and intended audience) ________________________________________________

- Preferred Location/Second Choice _______________________________________________________________________

- Room Set-Up (e.g., theater-style in rows, seating at round tables, podium with panel table, etc.)____________________
  _______________________________________________________________________________________

- Does your event include an outside speaker or performer requiring a Siena College Guest Performer/Speaker Agreement
  or an Honorarium Agreement? ________________

- Guest speaker name and title __________________________________________________________________________

- Will your event require any catering or meals? ______________________________________________________________

- Will your event require any audio /visual equipment? Specify all requirements (e.g., laptop, projector, screen, microphone, sound system, clicker): _________________________________
  _______________________________________________________________________________________

- Do you require assistance with promotional materials (flyers, programs, posters, etc.)? _________________________

- Will your event require any outside signage (sandwich boards) to direct attendees to parking or event location?
  If yes, list locations: _____________________________________________________________________________

For assistance with any Academic Program-related events, please contact Lynn Rogers, Director of Academic Affairs
lrogers@siena.edu or 782-6654.