Student Organization Guide for Planning Events

VIRTUAL or IN-PERSON

MANDATORY: Register your event through the IUPUI SPOT: https://thespot.iupui.edu/

On-line Events:

- To hold an event via Zoom Meeting (through your IU account), please follow the guidelines below:
- Set up your meeting according to your event goals. Think through how the event will be structured, who will speak, if certain attendees should be muted, etc. Here is a link to Zoom meeting set up pointers: https://kb.iu.edu/d/bfqu
- You may want to have a script to facilitate transitions between speakers/panels so that a co-host can take over if the person scheduled to do an introduction has connectivity issues. A co-host can use the script to continue with the planned event flow without waiting for the person with connectivity issues to log back in, for example.
- Post the sign-up link to your event on your event announcement on the SBA Digest page: https://mckinneylaw.iu.edu/net/students/SBA/
- Include a disclaimer to the announcement “Viewpoints are the speakers’ alone and do not reflect the view of any McKinney administration, faculty, or staff, or the official position of the law school.
- https://mckinneylaw.iu.edu/net/students/SBA/digestsubmit.cfm

*Please note that you are NOT allowed to record your Zoom event.

In-person Events:
If you are holding events in person and will have 50 or more in attendance (including organizers and speakers), you will need to fill out the university approval form for “Internal Special Event Application”: https://eventservices.iupui.edu/special-event-application/index.html

Location Reservation
These procedures must be followed for any room/table requests by student organizations.

1. Go to the Room Calendar to place a tentative hold for your event/meeting/table no later than five (5) business days prior to your event/meeting.
   - Check the calendar for any conflicting activities already scheduled. If your event conflicts with an already scheduled speaker, annual event or lecture series, please select an alternate date or in the alternative discuss with the organizers of the already-planned event to ensure minimal audience overlap.
   - Select the calendar for the room you want to use and make sure it is available at the date and time you want to host your event.
   - You will receive a confirmation that your room reservation has been submitted. Please note this preliminary confirmation relates only to your submission having been received that your room is not actually reserved until you receive a second notice confirming your reservation.

**Budget**

Please be aware that you may need to submit a budget for your event. The SBA Treasurer manages the budget for all student organizations and will assist each group with the necessary steps. If the costs exceed the funds your organization currently have available, you will need to meet with Assistant Dean for Student Affairs to determine if the event is feasible and if adequate funding can be achieved.

**Funding**

The Office of Student Affairs (OSA) has a limited discretionary budget. However, there are always more requests than can be accommodated, so the earlier you plan your event and seek funding, the better chance you have of obtaining additional money. Please contact the Assistant Dean for Student Affairs for more information.

If you plan to seek sponsors outside of the law school, including charitable contributions of any type, or if you plan on donating the proceeds of your event, you will need to coordinate with the Development Office (Lisa Schrage 317-274-1906 or Ischrage@iu.edu). The University and IU Foundation have specific rules and procedures regarding events and charitable contributions which must be dealt with at least six months or more in advance of the event.

**Technology/AV**

If you need any technology or AV assistance (or need to use special equipment), please submit a request via the AV Request Form.

**Set-up/Clean-up**

If you need tables, chairs or other items set up in the Atrium or other location, you must obtain approval from the OSA and Campus Facility Services (CFS). There is a flat fee of $250 for removal and replacement of the Atrium furniture, if necessary for your event. Any other moving of furniture will be a minimum of $60 ($30 to set up, and $30 to take down). Please include this cost in your budget. You will be responsible for checking with the building services
staff to make sure your set-up is done on time and correctly. (The CFS’s call center number is 317-278-1900).

Catering
Any catering services in Inlow Hall in excess of $350 must be provided by IUPUI Food Service Catering whether a student organization or other outside vendor is sponsoring the event.

Alcohol
Serving alcoholic beverages requires pre-approval. Approval will only be considered if your event is NOT open to undergraduate students. Please note that this process should be started at least two months before the actual event.

Contact with State Officials, Federal Officials, and Political Campaigns

Contact with State or Federal Officials

- If an event includes an appearance by, or an invitation to, a government official, candidate, or political party, you must notify Sonja Rice, Assistant Dean of Institutional Data and Reporting, to ensure that university policy requirements are strictly observed.
- No invitations to a government official, candidate, or political party may be issued by an individual, department, or unit, without prior notification and coordination with Assistant Dean Rice.
- Assistant Dean Rice can be reached at sorice@iu.edu or 317-274-8043.

Appearances by Government Officials, Candidates, and Political Parties

- A student organization may conduct a single-candidate or single-party event if the funding used to pay for the event does not originate from Indiana University.
- If any funding used to pay for the event originated from Indiana University, the student organization must invite all legally-qualified candidates or give their representatives an opportunity to participate in the event. Evidence of invitations and responses must be kept on file with Assistant Dean Rice. If an invited candidate fails to respond after multiple invitations to the event, such should be noted in the file along with the invitations issued.
  - An exception may be made for an elected official who is simultaneously a candidate for office, so long as the remarks are limited to official business related to the duties of the elected office. If the government official makes partisan remarks beyond the duties of the official’s elected office during the event, then all legally-qualified candidates or their representatives must be offered an opportunity to appear at a comparable event within a reasonable time period.
- A student organization may hold a meeting or event that is closed to the general public and limited to student organization members.
• A student organization-sponsored event will be subject to the normal fees assessed to a student organization for facility rental and usage fees, if any.

• If the event is open to the general public, the student organization must have a university sponsor for the event. Facility rental and usage fees must be charged. Invitations to any event that is open to the general public must be extended to all legally-qualified candidates. Evidence of invitations and responses must be kept on file. If an invited candidate fails to respond after multiple invitations to the event, such should be noted in the file along with the invitations issued.
  o The introduction of a candidate, government officials, or political party at a university-sponsored event must be neutral and must include a brief statement that the university does not endorse or oppose any candidate, party, or organization in connection with this or any other political campaign or election. In cases where the individual candidates will appear in conversational dialogue about issues, each candidate will have the same format of question or topic presentation; same topics in both substance and number; same amount of time for discussion; same moderator for the event; and same physical setting or staging.
  o Appropriate steps must be taken to avoid the appearance of the university’s endorsement of or opposition to any candidate, elected official, or political party.

• For any event that could be construed as political, the event organizer must provide a disclaimer (in bold) in all promotional materials and at the event:
  “The providing of a room and any technical support for this event does not constitute an endorsement by Indiana University or IU McKinney School of Law of the event. The information provided during this event will represent the view or opinions of the presenters and does not necessarily represent the views or opinions of the university or law school.”

• Political fundraising at student organization-sponsored events, whether open or closed to the public, is strictly prohibited.

• Appropriate steps must be taken by student organizations to avoid the appearance of the university’s endorsement of or opposition to any candidate or party (see previous bullet point about required disclaimers).

Please note that currently, the law school is not allowing most outside groups to rent space. If a student group partners with an outside group (such as a bar association), the regular student group approval process is still necessary.

Drawings, Games, and Prizes
Student organizations that would like to conduct drawings or games of chance must comply with University policies: https://policies.iu.edu/policies/fin-acc-640-contests-drawings-games-prizes/index.html
Hosting Career or Networking Events
There are opportunities for co-sponsorship of programs. To reduce the possibility of duplicating efforts, if your organization plans to invite attorneys or other professionals as guest speakers who will focus on professional development topics, including but not limited to career or networking opportunities, be sure to contact the Office of Professional Development: opdlaw@iupui.edu and the Office of Alumni Relations: jlittle@iupui.edu

Parking
If you are inviting guests from off-campus, you will need to consult with the OSA about making parking arrangements with IUPUI's Parking Services. OSA offers a limited number of parking codes for invited guests as part of student organization events (i.e. keynote speakers). Other attendees are encouraged to park at the Gateway Garage. Parking fees can be found here: https://parking.iupui.edu/parking/visitors/index.html#G1

The parking codes must not be used for student organizers or invitees other than pre-approved invited guests. Abuse of the parking codes imposes a cost on IU-McKinney and may be grounds for academic discipline.

Building Access
Please double-check that your event occurs during open access hours at the law school. Check the website for times/dates: https://mckinneylaw.iu.edu/library/about/hours.html
If your event will be occurring during the evening restricted access hours, you will need to make sure your guests are aware of the restrictions.

Publicity
If your event involves media coverage or advertising to an audience outside the law school, please contact the External Affairs Office (317-278-3038) as soon as possible to make arrangements. To share announcements regarding your event sent to the entire student body/faculty/staff, please submit them to the SBA Digest: https://mckinneylaw.iu.edu/net/students/SBA/

Social Media
If you are posting information about your event to your organization’s social media channel, you may tag the law school’s main account to help facilitate sharing of the information. Please be aware that the law school reserves the right not to share all posts.