YSE Conference and Event Management Guidebook 2024-2025

The YSE Conference and Event Management Guidebook is a comprehensive resource event organizers can use to help plan their event. The guide provides information and best practices for event planning, no matter how big or small. The guide will walk event organizers through the event planning process from start to finish.

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Key contacts

General event questions, email events.yse@yale.edu

Joan McDonald joan.mcdonald@yale.edu for calendar requests

Lori Lombardo lori.lombardo@yale.edu for general events advice and Yale Connect support

Melanie Quigley melanie.quigley@yale.edu for funding, speaker invites, and general events advice

Workflow for Conferences and Events Approval and Support

The Yale School of the Environment (YSE) requires pre-approval for all Yale sponsored events (on or off campus). Events must follow all YSE Building Use Policies, all YSE Event Guidance, and all YSE Poster Policies.

This section can also be found at https://yaleconnect.yale.edu/ysedeansoffice/event-approval-process/

1. **Book a space for your event**. Begin by finding a suitable space for your event at YSE [here.](here) Once submitted, your request will be sent to the events team to review for availability, conflicts, and capacity.

2. **Preliminary Approval for use of space.** Once reviewed, you will receive an email with further instructions from the events team on how to create an event in Yale Connect and add your event to the calendar. Please note you must be an officer of a group in Yale Connect to create an event.

3. **Prepare for your event by reading the YSE Building Use Policy.** The YSE Building Use Policy details out proper use and maintenance of spaces including safety and security, access, and facilities use.

4. **Create your event in Yale Connect.** Follow the steps outlined in the email from the events team to create your event and complete the Event Approval Form. You must be listed as an "Officer" to submit an event in YC. Sign in here using your Yale credentials: https://yaleconnect.yale.edu/

5. **Yale Connect Approval; Submit IT and Facilities Requests and Create Communications.** Once your event is approved, the event will go "live" in Yale Connect - meaning it will be added to the calendar and allow for RSVPs. While you wait, please submit any ITS Support Requests using their form here: http://yalef.es/avsupport. To request facilities support email fesfacilities@yale.edu. Create a poster for your event using this helpful template and following these policies (here and here) for hanging posters.

6. **Apply for Event Budgets.** Numerous funding sources are available for events. Click here to learn about requesting funding for your SIG or Learning Community event. See the Conference Funding Application in the appendix to learn more about funding larger conferences and events (faculty, staff, and students).

Calendaring & YSE Spaces

Room grid showing all classes and available spaces: https://environment.yale.edu/calendar/grid/courses

General Policies pertaining to YSE spaces

This section is also found in the YSE Building Use Policy

The policies in this section pertain to spaces at the Yale School of the Environment. These policies pertain to all spaces in our buildings unless otherwise specified. Buildings on YSE's campus include:

- Kroon Hall (195 Prospect St.),
- Sage Hall (205 Prospect St.),
- 300 Prospect St., 301 Prospect St.,
- 380 Edwards St.,
- Marsh Hall (360 Prospect St.),
- Greeley Memorial Laboratory (370 Prospect St.).

Other spaces on campus will be subject to different policies.

The use of our forests is managed by Joe Orefice. Please contact him for policies at joseph.orefice@yale.edu.

1. Any use of Yale School of the Environment (YSE) operated or managed facilities for the purpose of an event, program, meeting, or similar activity requires that the host using the space go through the established reservation and event approval process as outlined on this webpage "Event Approval Process & Resources".
2. Classes take precedent over events and meetings therefore events during the academic year will not be fully approved until the end of add/drop period each semester to account for shifting class schedules.
3. Events and meetings may be moved subject to space availability changes including strategic priorities, in rare cases.
4. Large, student-wide social events (i.e. Halloween, Winter Gala, Tacky Prom, End of Year, etc.) are not allowable in YSE spaces and should be held offsite.
5. Hosts must follow all policies and procedures listed in this document, which is available on the YSE Resources page https://resources.environment.yale.edu/resources. The document can also be requested by emailing events.yse@yale.edu.
6. Capacities of YSE spaces have been determined by the Yale Fire Marshal and must be adhered to for safety.
7. YSE faculty, students, and staff receive first priority for space scheduling. At this time, non-YSE and external use of YSE spaces is not allowed unless granted by the Office of the Dean.
8. The department, student group, center, etc. listed as the "host" must be the actual department hosting and managing the event. The host must have a YSE COA to which any event-related expenses may be charged.
9. The individual listed as the "primary contact" will be the person submitting YSE event paperwork and must be present and available during the event. This person will serve as the contact for the YSE Office of the Dean during the event.
10. Any event or meeting that will serve food and/or includes more than 25 attendees held after hours (before 8:30 a.m. and after 7:00 p.m.) will require special custodial assistance and will incur an additional cost. This includes garbage removal, restroom cleaning, etc. Custodial rates begin at $100 per hour.
11. No smoking or vaping is allowed in or outside any YSE building or spaces.
12. Animals, other than registered service animals, are not allowed in any YSE building.
13. Temporary displays, such as boxes for donation drives, regalia return, art installations and others, must be approved by the Office of the Dean and the Office of Facilities before they are placed in any YSE building.

14. To find space in other Yale buildings, please contact the school or administrative unit managing the space for their procedures.

Yale Connect and Event Registration

A helpful how-to guide with videos can be found here:
https://yaleconnect.yale.edu/ysedeansoffice/event-approval-process/

Registration best practices:

1. All events require registration to ensure you are using an appropriately sized space, to assist in reducing food waste for more accurate headcounts, and to provide accessibility and dietary needs for your guests.
2. Ask for dietary restrictions in your registration so you can provide accommodations.
3. Ask for other accommodations needs for accessing the space and ensure your event is being held in a space that is adequate.
4. Consider surveying event participants after the event for feedback.
5. Easily communicate with registered guests on updates to the program, changes to the schedule, and additional information.

Budgets and Funding

This can also be found at https://yaleconnect.yale.edu/ysedeansoffice/event-funding/

Student Speaker Events are defined as events that are being hosted by a student group at YSE where a speaker is the feature of the event. The three main, central YSE funds that you can apply to fund your speaker event are from the Learning Communities, General Speaker Events Fund, and the YSE Office of Diversity, Equity, and Inclusion.

Budgets for student speaker events can only be applied for after the event has been approved and scheduled on the calendar. If you have not yet begun the approval process, please begin here: https://yaleconnect.yale.edu/YSEDeansOffice/event-approval-process/

Applying for funding

To submit a budget application for your student run speaker event, you must first be an officer in Yale Connect of the group (student group leader) that is hosting the event. If you are not listed as an officer and believe you should be based on your role with your group, please reach out to other listed officers of the group or contact Lauren Horner (for SIGs), or Ashley Tozzi (for LCs) to learn how to gain officer access.

For detailed instructions on how to complete a budget request for your group, click here to watch a training video.

Policies and Guidelines

- To spend your funds, you must work with your business office contact for use of the purchasing card to avoid out of pocket expenses.
- You are responsible for maintaining the conference's budget and expenditures and are not allowed to go into deficit.
- Organizers can request up to $750 per event from the General Speaker Event Fund and up to $300 from the Office of DEI Speaker Event Fund. Learning Communities each have their own limits to the amount they can award for speaker events.
- Applicants must disclose outside funding sources, such as external donors, fundraising events, or planned sales upon submission of budget requests each semester.
- Honorarium may be $250 or less (across all funding sources) and is only allowable for *non-Yale* visitors. Current Yale affiliates (faculty, staff, and student) speakers are unable to receive honorarium.
- Two or more SIGs/LCs/Groups may co-sponsor an event. Please coordinate your budgets to only submit one funding request.
- Learning Communities must adhere to additional rules as determined by the Office of Academic Affairs. SIGs must adhere to additional rules as determined by the Office of Student Affairs.
- Per diem is unallowable for speakers.
- No event will be retroactively funded.

Fundraising and Selling

- If the student conference or event is considering requiring payment for attendance, please email events.yse@yale.edu to discuss. For academic conferences funded by YSE, it is an aim to provide access to conferences free of charge.
- If the conference is seeking donations external to Yale, please contact YSE's Office of Development and Alumni Affairs before beginning.

Payment for student support

YSE conferences are primarily run by student volunteers as an academic and professional development opportunity. If organizers believe they need to compensate volunteers, they will be able to hire up to two people total at the current level 3 rate for student employment ($17.00 in FY25) an hour with a maximum total of 50 hours per person. This must be paid out of the conference's budget. In addition, anyone receiving academic credit for running the conference or event or work-study is not eligible for additional compensation.

Considerations

- The community should strive to host creative, inclusive, and inspiring events at YSE. It is encouraged to open events to the wider community (Yale and New Haven) as well as broadly advertise them.
- Speaker events that align with the school's strategic initiatives, foster community and inclusion, and curriculum specializations are highly encouraged and may be eligible for additional funding.

- Communications to potential donors, alumni, etc. should describe the overall goals of the conference, explain the reasons for your fundraising efforts. Always remember to acknowledge event co-sponsors (funds, organizations, student groups, etc.) on publicity.

Spending Funds

The Business Office at YSE provides financial management support to Event Organizers. Student Event Organizers need to be mindful of adhering to the following processes when planning events:

- Business Office Assistant assists student event organizers with contracts and vendor setups. They also provide the YSE P-card for purchases and process expense reports.
- Please avoid using personal funds to pay for event costs. For SIGs please work with charlette.jones@yale.edu and for Learning Communities, please work with Cristina.violano@yale.edu and joan.mcdonald@yale.edu.
- Financial Assistants assist Student Event Organizers with budget reviews and policies and procedures.
- Financial Assistants and Business Office Assistants are _not_ responsible for maintaining budgets, reserving and booking travel, or ordering food.
- If your event plans to use external funding from outside Yale, please work with the business office directly before proceeding.
- If you plan to use your event to raise money in any way, including charging for ticket sales, please work with the business office in advance to become acquainted with the policies.

Event Organizers should have a complete understanding of their budget to ensure they are not spending outside of their means. For a sample budget with estimated 2024-2025 costs, see the appendix.

Vendors

A list of YSE preferred vendors for rentals, florists, and photographers can be found in the appendix.

Catering

Please be sure to work with the Business Office at least three days in advance of your event to finalize contracts and payments. You are not allowed to sign contracts and should use a P-card to purchase food to avoid out-of-pocket expenses. Larger conferences should secure catering 2-4 weeks in advance.

YSE has worked with many caterers and we have compiled a list over the years of caterers that we've used. Please consider a site visit with a caterer who may remain onsite for an event to familiarize them with our spaces. Please reference this list: https://resources.environment.yale.edu/resources/business-and-administration/catering

Alcohol Policy

This is also found in the student handbook here

- o Members of the Yale School of the Environment (YSE) bring to the community varying backgrounds, attitudes and experiences with regards to the use of alcohol. Both the

consumption and the non-consumption of alcohol play an important role in our school's culture, and activities and events where alcohol is served must be attentive to all members of our community.

o As a community of adults, the responsible consumption of alcohol has a place within our common life. Nevertheless, in view of the importance of promoting and encouraging the responsible use of alcohol at YSE, the liability issues connected with alcohol service and consumption, and the need for full compliance with Connecticut state law, the following policies and procedures have been adopted by YSE and are in effect.

o A YSE sponsored event is any event organized at YSE where school funding is being used to supply food and drink. This includes school-funded conferences.

• In accordance with Connecticut state law, alcoholic beverages may be dispensed and served only to individuals who are 21 or more years of age and may not be dispensed and served to any intoxicated person. Though most members of the YSE community are 21 or over, any underage students, spouses, or guests attending a YSE sponsored event may not be served.

• Beer and wine are the only alcoholic beverages that may be served and consumed at YSE sponsored events. Mixed drinks or other "hard" alcoholic beverages are not permitted.

• Only one alcoholic beverage at a time may be served to an individual.

• Alcohol that is dispensed and served on the YSE campus must be consumed within the room or area in which the YSE sponsored event is being held; taking open containers of alcohol to other rooms or areas is not permitted unless prior permission has been granted. For purpose of policy, 'YSE campus' includes all YSE buildings, forests, courtyards and surrounding grounds.

• All alcohol served at YSE sponsored events shall be procured by YSE community members or by caterers. Attendees may not bring their own alcohol to any YSE sponsored event.

• Whenever alcohol is being served at YSE sponsored events, appropriate quantities of non-alcoholic beverages such as juice, lemonade, soda (not just water and seltzer) and a substantial amount of food must be available. For YSE sponsored events, fifty percent of the budget for food and drink must be spent on food and non-alcoholic drinks. Potato chips, pretzels, or any other sort of 'snacks' are not considered 'substantial' food.

• YSE sponsored events and approved externally sponsored events where alcohol will be served to 50 or more guests must include the use of a TIPS or Rserving certified server or licensed caterer. The Office of Student Affairs has the right to limit the amount of alcohol that is being purchased and/or served at any such event.

  o Alcohol that is purchased with YSE funds for YSE sponsored events with over 50 people must be dispensed and served by a server who is of the following:
    ▪ Certified by TIPS or a similar organization.
    ▪ Not a current YSE student with the exception of TGIF events.
    ▪ Can remain on duty for the entire length of time that alcohol is served.

  o A reasonable charge may be collected at some YSE sponsored events to cover the cost of attendance including food, alcoholic beverages and non-alcoholic beverages.

  o Alcohol that is not consumed at the end of an event must either be removed by the vendor or secured in a locked designated location.

  o The sponsoring student group or organization will be held responsible for any physical damages to Yale property as a result of the event or conference.

  o YSE funds may not be used to fund private parties, whether or not alcohol is served.

- The goal of the YSE Alcohol Policy is to ensure the safety and security of all individuals attending conferences and events held at YSE. In those instances in which an individual appears to be intoxicated, YSE encourages members or the community to assist each other and also their guests, either by contacting the Yale Police (203-432-4400) or Yale Acute Care (203-432-0123) if the person's condition appears serious. You may also help to arrange transportation home by calling the Yale Safe Rides (203-432-6330).
- Please see the information on helping an intoxicated person - https://aod.yalecollege.yale.edu/get-help

Becoming certified to serve alcohol

Students and staff can become certified through RServing found here. The cost is $9 and is four hours long but can be taken asynchronously. Alternatively, you can work with your caterer to have a bartender onsite to serve.

Information Technology Services (ITS)

Review YSE's AV Policies here: http://yalef.es/avpolicy

The YSE ITS Department is located on the 3rd floor of Sage Hall. ITS Technicians are available to help with an array of audio and visual needs. Things to think about before contacting the ITS Department* for event support:

- Do you need technical support before or for the entire duration of the event?
- Do you need loaner equipment?
- What type of audio does the event need e.g., microphones (handheld, lavalier)?
- Do you need video conferencing?
- Are you interested in your event being Live Streamed?
- Do you need a Dropbox folder created to save event information?

Event Organizers should request ITS support by completing this brief AV/IT Event Support Request Form: http://yalef.es/avsupport

The YSE ITS team is happy to support YSE events, however there are fees for events outside of business hours and for dedicated support during regular business hours. As with all YSE Staff, the ITS team works from 8:30-5 PM Monday through Friday. Departments or event hosts are responsible for funding media support outside of these hours when required.

Review https://resources.environment.yale.edu/resources/computing/equipment to access the ITS equipment checkout site.

A reminder to always start with the YSE ITS Department as opposed to Central Yale IT.

Facilities

Facilities at YSE provides comprehensive event support in a variety of ways from supplying compost bins, to helping with room set-up. All events that hold large events, events held after hours, and/or on weekends are required to work with facilities in advance to secure support. To assist event organizers in the most efficient way possible, please email facilities directly at fesfacilities@yale.edu.

Travel and Lodging

World Travel is the preferred site for booking travel (flights, ground transportation, hotels, etc.) To access World Travel, go to https://concur.yale.edu/ and log in with your Yale email address

Event Organizers planning larger events such as conferences should track their participants' travel arrangements to ensure arrival and departure information is on file. Important information to track is:
- Participant's name and contact information
- Flight
- Ground transportation
- Hotel
- Emergency contact number/backup number

Event Parking

Most events utilize metered, on-street parking but if you have special guests and would like to provide parking (at a charge to your COA), you can contact Yale Parking:

https://your.yale.edu/community/getting-around-yale/parking

Supplies

If you need the following supplies for your event please contact joan.mcdonald@yale.edu and you will be able to borrow them. Supplies are only available for YSE events and to be used in YSE spaces. These supplies include:

- Easels
- Private Reception Sign
- Glasses and pitchers for speakers
- Stanchions and velvet ropes

- Sandwich boards

Field Trips

1. General field trip guidance is here: https://ehs.yale.edu/safer-travel-practices
2. All YSE field trips (from local day trips to multi-day international trips) require pre-approval with a submitted health and safety plan.

a. For curricular trips, please reach out to Matthias Schildwachter and Danielle Dailey
b. For extracurricular trips, please reach out to Melanie Quigley and Danielle Dailey.
c. Danielle Dailey grants final approval at YSE for all field trips.

Green Events

The Yale Sustainability Office provides a framework for hosting green events. Information on Yale's Bikeshare, paper usage, recycling. as well as the Green Event Checklist and can be found at: https://sustainability.yale.edu/resources/green-event-planning-checklist

Emergency Planning

Emergency preparedness is important no matter the size of the event being planned. It's important for Event Organizers to have an emergency plan in place should an incident occur that can affect the event e.g., weather. To plan ahead, at least one Event Organizer should have on their phone Yale's alert number, 203-432-5830, as well as Yale's LiveSafe App. For more information on emergency management at Yale go to: https://emergency.yale.edu/be-prepared

External Users (non-YSE and non-Yale)

Non-YSE: any organization within Yale but not associated with YSE (No YSE student representation)

Non-Yale: any organization outside of Yale; these organizations do not have COA's and require insurance certificates, along with other documentation. For non-Yale events, we need to go through Conferences and Events to make sure that we are complying with all of Yale's requirements.

Canceling an Event

Things happen that can cause an event to be canceled. The following steps should be followed if an event needs to be canceled:

- Notify all guest speakers, participants and attendees
- Contact Joan McDonald, joan.mcdonald@yale.edu, to cancel the room/venue reservation
- Notify all service departments that are scheduled to provide event services (ITS, etc.)
- Notify all vendors (caterer, etc.). Some pay a cancellation fee.
- Post a sign on the classroom/venue door that the event has been canceled as some attendees may not have checked their messages.

Freedom of expression statement from Yale

Yale University is committed to the robust testing of ideas through scholarly examination and teaching. We adhere to the principles on free expression set forth in the University's exemplary policy document, the Report of the Committee on Free Expression at Yale. Released in December 1974, it is commonly known as the "Woodward Report." The report makes clear that faculty and students at Yale have "the

right to think the unthinkable, discuss the unmentionable, and challenge the unchallengeable." Freedom of expression includes the ability to protest others' speech — but neither to prevent it nor prevent it from being heard by others. [The Woodward Report is widely disseminated and discussed frequently](). Since the report was released, no speaker invited by our faculty or students that we know of has been disinvited to campus. Yale regularly hosts speakers from across the political spectrum, and welcomes vigorous debate.

Yale and YSE are committed to freedom of expression. Please review this link to become acquainted with what to do during a disruption. https://yalecollege.yale.edu/deans-office/policies/free-expression

Contacts:
Yale Security: 203-785-5555
Yale Police Department (non-emergency): 203-432-4400

Appendix

Community Events Funding Application 2024-2025

Proposal Submission Guidelines and Information

Each year, YSE community members bring exciting conference opportunities to the school. In recognition of the resources needed to run these events, YSE has formally created an opportunity to apply for financial support to make these a success. Below are the guidelines for applying and eligibility requirements. This document also includes restrictions on the use of funds. This opportunity is open to students, faculty, and staff and is required for all dean's office conference funding requests.

Please submit your application material to Melanie.quigley@yale.edu

Deadline:

Applications are accepted on a rolling basis and are preferred to be submitted **at least one month before the event for eligibility**. Advanced planning is highly preferred and applications for 2025-2026 are being accepted. Once approved, more information regarding expenses, logistics guidance, and restrictions will be sent although questions can be sent to Melanie Quigley.

Eligibility

- Conferences must be organized in conjunction with an official Yale center, program, initiative, learning community, specialization, SIG, professional school and/or unit. Co-sponsorship is highly encouraged to reach diverse audiences and include diverse perspectives.
- A planning committee is required and must include at least three members of the Yale community, preferably including students from different classes, PhD students, and other professional schools.

- Preferred date and time must not be in conflict with other public events at YSE and must get prior approval before booking can be confirmed. Please work with joan.mcdonald@yale.edu.

Use of funds

Funding for conferences from the YSE Dean's office can support the following:

- Funding for committee planning meetings
- Conference-related expenses including catering, printing, publishing, translation services, honorarium (up to $500 per speaker maximum), promotional materials (with consideration of YSE's branding guidelines), facilities and ITS related expenses, speaker travel, and incidentals.

Additional considerations for funding:

- If the conference is requiring payment for attendance, please email events.yse@yale.edu to discuss. For academic conferences funded by YSE, it is an aim to provide access to conferences free of charge.
- Current Yale affiliates (faculty, staff, and student) speakers are unable to receive honorarium.
- If the conference is seeking donations external to Yale, please contact YSE's Office of Development and Alumni Affairs before beginning.
- Travel expenses are only to be used to support travel by speakers to the conference location and cannot be used by Yale community members.
- To spend your funds, you must work with your business office contact for use of the purchasing card to avoid out of pocket expenses.
- You are responsible for maintaining the conference's budget and expenditures and are not allowed to go into deficit.

Payment for student support

YSE conferences are primarily run by student volunteers as an academic and professional development opportunity. If organizers believe they need to compensate volunteers, they will be able to hire up to two people total at the current level 3 rate for student employment ($16.75 in FY25) an hour with a maximum total of 50 hours per person. This must be paid out of the conference's budget. In addition, anyone receiving academic credit for running the conference or work-study is not eligible for additional compensation.

Considerations

- The community should strive to host creative, inclusive, and inspiring events at YSE. It is encouraged to open events to the wider community (Yale and New Haven) and broadly advertise them.
- Applications are preferred that demonstrate collaboration and external funding support
- Inclusive perspectives and backgrounds of speakers and topics are encouraged.
- Conferences that align with the school's strategic priorities, diversity and inclusion priorities, SAC priorities, and curricular specializations are highly encouraged
- Events should avoid redundancy in topic coverage.

- Consecutive year conferences should consider locations outside of YSE on alternating years.

Process

- Proposals may be considered by an ad-hoc committee consisting of YSE leadership and members of the Student Affairs Committee.
- Applications will be reviewed, and a decision will be shared with the conference organizers within 2 weeks of submission of completed application materials.
- Select members of the planning committee should plan to meet with the Assistant Dean of Strategic Initiatives within one month of approval to discuss strategy and organize logistics.

Proposal Guidelines

Below are key components that *must* be included in your proposal.

- Name of sponsoring organization(s)
- Names of planning committee members – be sure to include class year, committee role, and additional major commitments (student/research positions, chair of organizations, etc.)
- Main contact person name, phone number, and preferred email
- Working conference title
- Target audience (i.e. New Haven, international, YSE/Yale, policy-makers, business leaders, activists, thought leaders)
- Conference description
- Proposed dates– be sure to include alternate dates and check the calendar to avoid conflicts with scheduled events
- Conference objectives (what is this conference designed to accomplish, including why it is important to hold the conference during the 2024-2025 academic year)
- Proposed conference format (panels, single speaker, speaker/reactor panel, dialogue, workshop, etc.)
- Tentative conference schedule and proposed speakers
- Conference marketing plan including posters, social media, online presence, etc.
- Space and audio/visual needs for the conference (room set up, # of rooms, # of mics, video/livestream requests)
- Detailed conference budget including:
    - speaker expenses (travel, lodging, food, etc)
    - food for event
    - Translation services
    - Honorarium or other professional services
    - publicity - conference programs, posters, and other materials (name tags)
    - AV– depending on your AV needs, there may be additional costs
    - facilities—depending on your custodial and room needs there may be additional costs
    - other administrative costs (setting up a registration site, security for speakers, custodial services)

- Potential sources of additional funding (registration fees, Class of 1980 Fund, learning communities, other departments at Yale, etc.)

Approved event requirements

- Development of a planning timeline
- Regular meetings and check-ins with the events team (Lori, Melanie, and Joan) and other support staff as needed

Post event requirements

All of the following are required to be submitted to Melanie. Please do so within 60 days of the close of the event.

- Survey results from attendees
- Debrief of the conference (one-page description)
- Actual budget
- Final program, agenda, posters, other materials

Budget Example

ESTIMATED EXPENSES Conference/symposium, multi-personal external panel

MAJOR EXPENSES		COST	Quantity	TOTAL
Keynote speakers (1)	Flights (round trip tickets to NYC)	$ 1,200.00	1	$ 1,200.00
	Airport shuttle (Shuttle from NYC-NH)	$ 150.00	1	$ 150.00
	Lodging (3 nights)	$ 600.00	1	$ 600.00
	Honorarium	$ 250.00	1	$ 250.00
Panel (2 external)	International travel (Round trip ticket to NYC)	$ 1,200.00	1	1,200.00

	Domestic travel (round trip ticket to NYC)	$ 500.00	3	$ 1,500.00
	Domestic travel (Shuttle from NYC-NH for international travelers)	$ 150.00	2	$ 300.00
	Lodging (3 nights of lodging)	$ 600.00	2	$ 1,200.00
	Honorarium	$ 200.00	2	$ 400.00
Marketing*	Conference swag items NOTE: Please work with Communications Office on feasibility, material, and design	$ 1,000.00	1	$ 1,000.00
Catering and Space	Reception (appetizers, beer, wine, 1 hour)	$ 27.00	150	$ 4,050.00
	Lunch	$ 20.00	150	$ 3,000.00
	Coffee Break #1 (Breakfast)	$ 15.00	150	$ 2,250.00
	Coffee Break #2	$ 12.00	150	$ 1,800.00
	Kroon custodial, IT support	$ 500.00	1	$ 500.00
OTHER EXPENSES				
Conference Materials	Whiteboards, post-its, markers, nametags, direction posters, etc.	$ 250.00	1	$ 250.00
Student leadership	Organization (per hour)* Please see rules on payments for conference organizers	$ 16.00	50	$ 800.00
	Food for planning meetings	$ 100.00	4	$ 400.00
	Student-driven shuttles (50 hours, $15/hour)	$ 15.00	50	$ 750.00

				$ 20,600.00
TOTAL				
Contingency @ 12%				$ 2,472.00
FINAL TOTAL				$ 23,072.00

Catering List

Space Capacities

Kroon Hall	
Third Floor** (auditorium, Knoblock Environment Center, and cafe)	275*
Burke Auditorium	170
Knoblock Environment Center (the Knob)**	150
Gordy's Cafe**	73
Kroon Hall Room 321	30
Kroon Hall Room 319	30
G01	42

Marsh Hall	
Rotunda	50
Classroom	20
Porch**	20

Sage Hall	
Bowers Auditorium	75
Sage Student Lounge**	15
Sage 8a	15
Sage 24	50
Sage 32	20
Sage 41c	19

Others	

380 Edwards Classroom	25
380 Edwards Seminar	10
301 Prospect Classroom	20

In Kroon Hall, the second floor and the Ordway Center (ground level) **cannot** be used for events.

*The Fire Marshal has determined all of these capacities. When event hosts plan to use the entire third floor of Kroon Hall, including Burke Auditorium, Knobloch Café, and the Knobloch Environment Center, the capacity is set strictly at 275.

**Locations with this denotation do not allow for exclusive use because they are considered communal spaces. Reservation of communal spaces, including the Kroon Hall Knobloch Environment Center (the Knob), the Kroon Hall Knobloch Café (Gordy's) (or together, Kroon Hall Third Floor), and the Sage Student Lounge, do not guarantee exclusive use and people in those spaces are not required to leave the space for your event. Exclusive use of these spaces is rare and can only occur with express written approval from the YSE Office of the Dean.

If you are hosting an event between 8 AM and 3 PM Monday through Thursday and you are interested in reserving Gordy's Cafe, please email student affairs.

If you have questions or concerns, please email events.yse@yale.edu.