

CES Updates and Information

Conference and Event Services will be changing some policies and adding new services starting in the new year; see below for more information. **All of these will go into effect on January 1, 2017.**



NEW DEADLINES

To help the CES team support events as successfully as possible, starting January 1 all event request forms will need to be submitted earlier than in the past. For programs requiring no CES support, however, you can still make same-day requests! Here are the new deadlines:

Student Event Request Forms: **20 business days**
Faculty or Staff Event Request Forms: **15 business days**

Surveys

Surveys are now being automatically sent three business days after the close of each event. Be sure to fill these out and let us know how we are doing!

Automatic Notifications

Starting right away, clients will receive email notifications some of the more important CES/client communications: for example, reminders that facilities have been booked and reminders that critical support request deadlines are approaching.

Laura Reeve, the CES Registration and Event Software Specialist, helped CES get to this next level with the EMS scheduling software, so it is all automatic. Let us know what you think of these, or if you have ideas for others!



Off-Hours Support Fees

To better control labor costs, CES provides support to events during set hours. Beginning January 1, if you need to schedule an event that will need CES support outside of our normal hours, your event will be assessed an hourly per-person labor fee during off-hours staffing times.

Regular hours are currently:

Monday—Friday: 7 a.m. - 10 p.m.
Saturday: 7 a.m. - 5 p.m.

SU Event Planners Listserve and Meetings

Did you know that CES facilitates a listserv for Seattle University event planners? Currently including more than 90 faculty and staff who plan meetings, events, and/or conferences, the listserv provides a way for all of us to communicate new information, questions, concerns, or ideas. The group also gathers once a quarter for discussion.

If you do event planning at Seattle University and would like to join the group, just send an email to rooms@seattleu.edu.



Summer Visitor Housing

Will your department have visiting researchers, professors, or guests you need to house in the summer for any length of stay? CES can provide campus accommodations, including fully-appointed studio apartments. To see the surprising amenities, visit our website: <https://www.seattleu.edu/ces/our-spaces/overnight-accommodations/apartments/>

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