

Meeting and Event Planning

To plan an event, committees, SIGs, and activity leaders should follow this outline:

- a) Check the calendar on LP2nyc.org to determine a preferred event date and an alternative date, and be mindful of the following:
 - Do not schedule committee activities or events on the same day as another committee activity.
 - Consider the nature of other planned activities in the same week to avoid redundancy and competition for audience members.
 - AISI and LP² will not schedule multiple public (open to non-members) events within the same week.

- b) Submit the preferred event dates and times to AISI by emailing lp2@gc.cuny.edu. AISI staff will:
 - Review the dates and confirm there are no conflicts. If necessary, AISI will work with your committee to find alternative dates.
 - If applicable, AISI will request event space at the Graduate Center through the GC Room Reservation system.
 - Once the date has been cleared and rooms secured, AISI will post the event date(s) on the LP² calendar at www.lp2nyc.org.
 - i. General Membership Meetings and Speaker Series event dates (ex. Fridays @1, Unmasking Bias) should be submitted six months in advance, e.g., Fall events will be submitted by April 15 and Spring events will be submitted by October 1.
 - ii. Members-only events and meetings dates (ex. Science SIG, OSOL, Curriculum Committee workshops) should be submitted at least one month in advance.
 - iii. In-person or hybrid events requiring a space reservation at the Graduate Center should be submitted four to six months before the meeting to ensure room options. We cannot guarantee the requested space will be available, and alternative spaces and dates will be considered.

Meeting and Event Promotion

For all events, the organizers should draft an advertisement and promotional materials and submit them to The Observer following the specifications of the Observer editors. The LP² website manager will use the information submitted to the Observer to create a news/event post on www.lp2nyc.org

Standard Operating Procedures: How to Plan an Event
LP² Committees and Special Interest Groups
The Office of Academic Initiatives and Strategic Innovation (AISI)
Academic Year 2023-24
03.13.24

For member-only events, all promotional and communication efforts are the committee members' responsibility.

For LP² events open to the public, like Fridays@1, committee members will collaborate with the LP² marketing committee and AISI on promotional efforts. The GC Marketing and Communication department must review and approve all press releases. The LP² marketing committee manages the distribution of press releases.

AISI may promote LP² public events to the Graduate Center community through the GC Events Calendar, GC social media, and the AISI quarterly newsletter. The extent of this promotion is at the discretion of the AISI staff.

Email and Newsletter Promotion

The GC does not provide nonhuman (vanity) email accounts, e.g., committeename@gc.cuny.edu, for LP² committees. Committees should contact the website committee to explore using a forwarding address ending in @lp2nyc.org.

Member-to-member event promotion should be conducted via The Observer and the member-managed lp2nyc.org website. The AISI office does not create and distribute email campaigns dedicated to individual meetings or events besides program-wide membership events such as the General Membership Meeting.

Member contact information is available in the member-managed Directory on the lp2nyc.org website, however using the Directory for individual committee distribution purposes is discouraged. All event and activity promotional efforts should be through the weekly Observer newsletter. Up-to-date membership contact information is available only to the LP² website manager and the Advisory Board.

Meeting and Event Management:

a) Meetings and Events at the Graduate Center

- For all events taking place in person at the Graduate Center, AISI staff will liaise between the committee and Graduate Center Room Reservations, Facilities, Public Safety, IT, and other departments to implement the meeting or event.
- For meetings and events using catering, the committees will coordinate with the GC-based catering company Aladdin Catering ([see more here](#)). LP² events will use the CUNY Affiliates Menu.

Aladdin Catering Contact:

Stefany Pena

Food Service Director

Mobile: 646-884-3736

Office: 212-817-7613

Email: stefany.pena@aladdinfood.com

- Before making any catering arrangements, the committee chair or project leader must have approval of costs by the Institute for Education in Retirement (IER) Officers/Board. For more information, contact the Treasurer of IER, Patrick Siconolfi. Event-related catering costs should be included in each committee's annual budget request.
- Depending on the nature of the events, committee members are expected to take an active role in running their events as greeters, presenters, or facilitators.
- Committees are responsible for coordinating the delivery, storage, and removal of all event/meeting-related materials and supplies, including leftover refreshments.
- To manage the capacity of in-person events, committees are responsible for collecting RSVPs and submitting them to the AISI office 24 hours before the event so that we can adhere to GC standards of notification to Public Safety.
- The AISI office does not produce name tags for LP² events. Peel and stick name tags and markers are available at the LP² Help Desk in the AISI Office (Room 8309).

b) Online Meetings and Webinars –

- Members-only events: committees and SIGs are responsible for scheduling, hosting, recording, and sharing the recording of their events. The linked [How to Set up a Zoom event](#) guide offers helpful tips.
- Public events and webinars – committee members will collaborate with the AISI staff to implement and manage the webinar.

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