PLANNING A CONFERENCE OR EVENT AT BAYLOR UNIVERSITY

This list is intended to be a guide of the things to consider when beginning to plan a conference or event. Event planning on the Baylor campus is handled through BES, Baylor Event Services (http://www.baylor.edu/events - extension 4105). Many details are involved in planning a conference, and BES's experience handling these details makes their assistance very valuable.

On the BES website, you may fill out a form (https://www.baylor.edu/cem/index.php?id=54055) to formally request their assistance with your event. If possible, contact BES before the decision is made to host a conference at Baylor and begin gathering information in the following areas:

- **Number of attendees** – The number of people you expect at your event will influence many of the other decisions that you must make.

- **Budget** – Consider how much money is available to spend on the event. This will also influence many of the other decisions you have to make. If additional funding is needed, think about sources of funding outside the university (such as corporate sponsors).

- **Date and time of the event** – Be sure to check the Baylor calendar (http://www.baylor.edu/calendar) to see what other events are scheduled around the time you are considering for your event. This is an important first step, but remember not all events are listed on this calendar.

- **Location(s)** – Now that you have an estimate of the number of people who may be attending, begin to think about locations that will accommodate that number of attendees.
  - Look at a campus map (http://www.baylor.edu/map) to get ideas of possible locations.
  - BES can also provide a listing of campus facilities.
  - Look at a parking map (http://www.baylor.edu/content/services/document.php/113134.pdf) to find parking near the location that will be appropriate for the type of guests you will be having (faculty/staff, students, or visitors) and will be available at the time of the event.
  - If you are considering having any part of the event outdoors, think about an alternate indoor location in case of inclement weather.

- **Facility setup** – If tables and chairs are needed for the event, a work order may be submitted to Facility Services to get the tables and chairs delivered and set up. Submit work orders at http://isdhe.webtma.net/baylor/baylorhome.html. Tablecloths can be ordered from Dining Services by calling extension 1414.

- **Food** – All food service on campus must align with Baylor's catering policy. Baylor Dining Services (Aramark) is the preferred caterer, but approved off-campus caterers are allowed in some facilities, provided that the food will be paid for with a Baylor purchasing card. Be aware that some facilities on campus (including the Sciences Building) will not allow food or drink or have specific rules about where it may be consumed. Contact BES or the building administrator to determine specific rules for each facility. For more general information, visit these links:
  - Baylor catering policy (http://www.baylor.edu/content/services/document.php/94800.pdf)
  - Baylor Dining Services catering website – includes menu listings (https://bayloruniversitycatering.catertrax.com)
  - List of approved off-campus caterers (http://www.baylor.edu/cem/index.php?id=66891)
  - Purchasing card catering guidelines (http://www.baylor.edu/procurement/purchasing/index.php?id=66784)

- **Conference attendees**:
  - **Internet access**
    - Because Baylor operates a secure network, only users with a BearID and password can access the network. Temporary logins can be set up to allow conference attendees to access the **BU-EVENT wireless network only**. The login will not give them access to public desktop computers. Visit https://www.baylor.edu/its/index.php?id=85396 for more information and a link to a list of delegates who can create these accounts. This login must be requested in advance. The BU-EVENT network is available everywhere AirBear is available. The last page of this document provides instructions for accessing the BU-EVENT network that you can provide to your guests.
    - If a guest will require internet access for a time period longer than a conference, a temporary login can be created by ITS. This must be done at least two weeks in advance. A faculty or staff member from the department coordinating the event must sponsor the guest. Guests will have to visit Robinson Tower Suite 580 to receive their login. For more information, visit http://www.baylor.edu/its/index.php?id=43992.
  - **Parking** – Temporary visitor parking passes may be obtained by contacting Parking Services. For more information, visit http://www.baylor.edu/parking/index.php?id=73998 or call extension 3804. If your event will have a major impact on parking on campus, Parking Services requests notification via e-mail (parking@baylor.edu) at least one week in advance.
  - **Accommodations** – Baylor Event Services can assist with booking hotel rooms and making other arrangements for out-of-town guests.

- **Audiovisual equipment** – This equipment can be rented from BES for an additional fee if it is not already available in the facility. Contact their office for specifics on pricing. For more information, visit http://www.baylor.edu/wacohall/index.php?id=36980. If the conference plans to use Arts & Sciences presentation classrooms for sessions, users can find equipment instructions on the Arts & Sciences Technology Center website (http://www.baylor.edu/astc/instructions). The Sciences Facilities Office requires users to receive training on the presentation equipment before checking out keys to the console. To schedule training, contact Bernice Helpert at extension 2406.

- **Promoting the event** – Consider the following methods depending on the type of event:
  - **Promotional materials** – If you need promotional materials or other printed items for your event, contact Baylor's Printing Procurement Office (http://www.baylor.edu/printing) at extension 2621.
  - **Departmental website and Baylor calendar** – If your event is open to the Baylor community or beyond, consider publicizing the event on your department's website. Check with the person in your department who is responsible for updating the departmental website or contact your department's ITS web consultant (http://www.baylor.edu/its/index.php?id=44455).
  - **Baylor *Lariat*** – For student-focused events, contact the Baylor Lariat at extension 1711 or http://www.baylorlariat.com to see if the newspaper could mention the event. Advertisements may also be purchased in the Lariat. More information, including pricing, is available at extension 3407 or by visiting http://baylorlariat.com/advertise-with-the-lariat.
  - **University website** – Information about major public events may be able to be posted on the front page of the Baylor website. Contact Baylor's Office of Marketing and Communications at extension 1961 or http://www.baylor.edu/marketing for more information.

The Chair Resource Center (http://www.baylor.edu/crc) provides another excellent resource for event planning information (http://www.baylor.edu/crc/index.php?id=29562).

Important phone numbers to keep handy at the event:
- Baylor Event Services – 710-4105
- Facility Services – 710-1361
- Helpdesk for ITS issues – 710-4357 (HELP)
- Baylor DPS in case of emergency – 710-2222

GUEST ACCESS TO BAYLOR'S WIRELESS NETWORK

BAYLOR
U N I V E R S I T Y

Follow these steps to access the internet via Baylor's wireless network for guests:
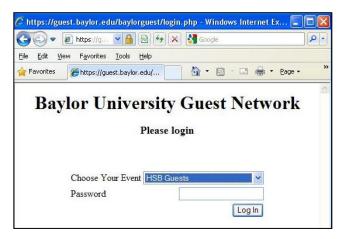*A LOGIN MUST BE REQUESTED FOR YOU BY YOUR CONFERENCE COORDINATOR!*

- Obtain login information from your conference coordinator. This initial password can only be used for one device. If you need to connect multiple devices to the internet, you must obtain an initial password for each device.
- Connect your device to the **BU-EVENT** wireless network. When prompted for a WPA2 network key, enter **bu1845bears**.
- Open a web browser and type in http://guest.baylor.edu to reach the login page.
- Select your event and enter the initial password provided to you (passwords are case sensitive).
- Click Log In.

On the Guest Registration screen:
- Enter your first and last name and e-mail address.
- Choose a new password to use for all future times you log in.
- Check the box to indicate that you have read and understand Baylor's Technology Usage Policy. You can access the policies by clicking on the policy name above the check box.
- Click the Submit button to get internet access.

For future logins:
- Use the new password you selected for future times you log in, not the initial password given to you.
- If your event lasts longer than one day, you will need to visit http://guest.baylor.edu again each morning to log back in.

For help getting wireless access, call the Baylor Help Desk at 254-710-HELP (4357).

Thank you for visiting Baylor University!