

INTERDISCIPLINARY SCIENCE & ENGINEERING COMPLEX

EVENT PLANNING INFORMATION

The spaces available for events in this unique combination of research space and classrooms are on the first floor of the building, located at 805 Columbus Ave, Boston MA. In addition to the classrooms available for scheduling, this building also offers a glass filled atrium with a spiral staircase illuminated by multiple skylights. The atrium floor is large enough to seat 200+ for dinner and is surrounded by four 48-seat classrooms and a 275-seat auditorium; all designed to be able to be scheduled for a conference. There is also a café in the atrium, with limited seating, scheduled to open TBD.

HOW TO RESERVE ISEC SPACE

Once you have read through this information packet you begin the scheduling process by logging into your myNortheastern, clicking on Services and Links, Faculty/Staff Services, Academic Classroom Scheduling. This will take you to 25Live, our classroom assignment software. You can begin by checking availability by date or location, then proceed to “Create an Event.” Instructions on How to Navigate 25Live are available by going to <http://www.northeastern.edu/registrar/25live-nav.pdf>. If you need further assistance, please contact Scheduling by calling 617.373.2300, then selecting Scheduling. Please fill in as much of the information requested on the form as you can. We understand that you may not yet have all of the information on the planned event. Once you have added the event to 25Live it will be reviewed and a determination will be made if the venue is available and/or appropriate. You will receive a confirmation or a request for further information.

RESERVATION POLICIES

- The guiding principle when scheduling these event spaces is that the core functions of the building are research and teaching, and that events should not disrupt the researchers or class schedule. *Please note that classroom space availability is dependent on the academic calendar and term class schedule and unable to be reserved until both schedules are finalized by the Registrar.*
- Events that use a single room (one classroom, the auditorium) and do not disrupt the class schedule, will be available for scheduling through the Registrar’s office. Depending on AV and room configuration needs, ITS may need to be consulted.
- Events that utilize the Atrium, or multiple rooms on the first floor, have the capacity to be disruptive to the operation of the building. Therefore, such events will require the endorsement of the senior vice president for the group sponsoring the event. These events will also require a fee of \$3,500 (for the first four hours; after that an additional charge of \$150/hour will be applied) that will support the space and some aspects of organizing events.

- In a trial period, to help understand how events and classes can coexist in the building, classes will only be scheduled on Mondays, Wednesdays, and Thursdays during the day. There will be no evening classes (after 5:40pm) or classes on Tuesdays and Fridays. Event reservations are to be requested for times outside of the class schedule.

SPACE AVAILABLE

- *Room 102 (Auditorium) maximum capacity 300 as follows: 275 installed seats
- *Room 136 (Classroom) maximum capacity 48
 - Set up as 6 pods seating 8 with a monitor attached
 - Technology cannot be rearranged or removed
- *Room 138 (Classroom) maximum capacity 48
 - Set up as 6 pods seating 8 with an monitor attached
 - Technology cannot be rearranged or removed
- *Room 140 (Classroom) maximum capacity 48
 - Set up as a lecture room with 6’ tables and chairs
- *Room 142 (Classroom) maximum capacity 48
 - Set up as a lecture room with 6’ tables and chairs
- Room 101 (Open Atrium) capacity varies with the setup
- Any request to exceed the stated capacity limits will have to be approved by the NU Fire Marshal through the Division of Public Safety’s Fire Safety Unit.
- There is a fully functional catering kitchen on the first floor.

Note: you can go to <https://classroom.neu.edu/> to View the Classrooms to see these rooms.

EVENT TECHNOLOGY (ITS)

Information Technology Services provides and maintains audio/visual (AV) equipment in classrooms and meeting rooms at Northeastern University’s main Boston campus. Contact them at <https://its.northeastern.edu/services/tech-support/conferences/>

Upon request, Information Technology Services support may include:

- Support for in-room technology and integration with technology brought to campus
- On-site, “day of” conference and event support
- Equipment delivery and setup
- Video conferencing technology
- Guidance related to technology needs and timing of requests

Hours of support will vary depending on the negotiated agreement between the event sponsor and ITS. To obtain assistance submit a Conference and Event Support request through the ServiceNow portal or contact the ITS Service Desk at 617.373.4357 (xHELP). Please note that technology set up or on-site “day of” support is a fee-based service.

All rooms are equipped with the following technology: Cameras for Lecture Capture, Lectern Microphone-integrated for Lecture Capture, Resident Computer (Windows PC), Touch Screen Control Panel (for audio and video switching), DVD/CD Player, HDMI & VGA Laptop Connections, Wireless Microphone, Audio Inputs, USB Inputs, Ethernet Cables, Video Projector and Multiple Monitors.

Technology/Event Assistance for ISEC Auditorium (Room 102)

There are two choices for technical support in the ISEC Auditorium. ITS can provide assistance with basic setups prior to the event, or Event Management can provide technical support that will be present for the entire event. Please see the options and links below.

<p>Option 1 Limited AV support using ITS ITS can set up microphones and test video prior to the event and then come back afterwards to break it down. Cost: \$50/hour for brief setup assistance <i>This includes:</i></p> <ul style="list-style-type: none"> • Simple setups • Assistance with classrooms • Assistance with network <p>https://its.northeastern.edu/services/service-now/</p>	<p>Option 2 Full tech support using Event Management Client requests AV support to be present for the entire event. Cost: \$200 minimum (4 hours) and \$50 each additional hour. <i>This includes:</i></p> <ul style="list-style-type: none"> • Tech staff present from setup to breakdown • Advanced setups (multiple microphones, multiple medias, streaming, live music) • Can also assist with classrooms (although this is not our specialty) <p>We will always try to accommodate, but cannot guarantee staffing for requests within 2 weeks of an event.</p> <p>https://tinyurl.com/neueventmanagementISEC</p>
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TECHNICAL EVENT DETAILS

AV is overseen by Northeastern’s Information Technology Services (ITS). All technology requests need to be submitted two weeks in advance of the event. <https://its.northeastern.edu/services/tech-support/conferences/>

- Any audio, lighting, and video equipment used must be returned in its original working order, otherwise the group is responsible for restitution.
- Banners?
- No smoking, fire, or live flame is permitted. Any and all scenic materials must be flame proofed.
- If onsite parking is required, arrangements can be made through the university’s parking garages at an additional cost. Pricing and location information can be found at <https://www.northeastern.edu/parking/> For questions, call 617.373.7010, email parking@neu.edu, or visit the Office of Student Financial Services at 354 Richards Hall.

EVENT DETAILS

- All events must follow the guidelines and policies set forth in this packet.
- All communication from the organization to the Director of Operations and the Scheduling staff should be handled by the group's representative.
- On the day of the event, the group representative must be on-hand and serve as a point person for communication from the time of setup until breakdown is completed.
- All events are to start within a five minute window of the published start time.
- In the case that the Director of Operations in conjunction with the Public Safety Division of Northeastern University deems it necessary that NUPD be present at an event, these costs will be charged directly to the group by NUPD. Certain events may require more detail officers than others; this will be determined by the NUPD.

DISABILITY RESOURCES

Northeastern University is committed to ensuring that all events are accessible to individuals who are disabled, deaf, or hard of hearing. Consistent with this commitment, all events must adhere to the guidelines specified on the Disability Resources Center website. Go to <https://northeastern.edu/planning/disability.html> for more information and services.

EVENT COST ESTIMATE

This is a general estimate of costs associated with running a 4 hour event including set up and break down in the Interdisciplinary Science & Engineering Complex. If your event has set up, break down or rehearsal times that will exceed 4 hours and need a detailed quote, or have any other specific question regarding costs, please email the Operations Director of ISEC, Elham Ghabbour at e.ghabbour@northeastern.edu

Events that utilize the Atrium, or multiple rooms on the first floor, have the capacity to be disruptive to the operation of the building. Therefore, such events will require the endorsement of the senior vice president for the group sponsoring the event. These events will also require flat fee of \$3,500 (for the first four hours (including setup and breakdown); after that an additional charge of \$150 per hour will be applied.

As a general overview, the \$3,500 flat fee includes building services setup and breakdown and housekeeping services. The fee does not include audiovisual services (ITS or Event Management, or third-party technical services); rentals from external vendors (furniture, décor, lighting); police detail; catering; catering kitchen cleaning; signage; or parking.

CANCELLATIONS & NO SHOWS

To cancel a reservation, a group must email Scheduling@northeastern.edu and Elham Ghabbour at e.ghabbour@northeastern.edu

All cancellations must be submitted before two weeks from the event so as not to incur charges.

Snow and Weather Emergencies: In the event of a weather emergency in which Northeastern is forced to close, please check with <http://www.northeastern.edu/emergency/> as the event could potentially be cancelled.

OTHER POLICIES

“Off Limits” Policy:

There are restricted areas and items in the building that can only be accessed by authorized staff. These restricted areas include the technology closet, the catering kitchen, research laboratories, teaching laboratories, the basement, and the penthouse.

Additionally, only authorized staff is allowed to touch or move any of the technical equipment stored on site. All other equipment, including chairs, tables, carts, etc., will need the approval and assistance of an authorized staff member if the group would like it moved.

Food and Drink Policy:

The only ISEC location where food and drink can be served and consumed is the Atrium. Event reservation requests must include the Atrium if food is to be served and/or consumed.

Events may have food and drink catered onsite through any University approved vendors. Any event serving alcohol is required to use Rebecca’s, as they control the only liquor license on campus. A Campus Event Request Form <https://northeastern.edu/nupd/services/police-detail> must be submitted to Northeastern University Police Department if alcohol is to be served at the event. More information on Rebecca’s Catering can be found at <http://www.rebeccascafe.com/neu/rebeccas-neu-catering-menu.pdf>. Information on Caffe Strega’s Catering can be found at <https://www.caffestregaboston.com/catering>. If any event is using an outside caterer and wants to use the catering kitchen, it is up to the event’s host to make arrangements with the Director of Operations-ISEC for access and with NU Facilities for clean-up. Also, the host must verify that the caterer meets the Certificate of Insurance requirements (COI) as set by University’s Risk Management.

Painting Policy:

Absolutely no painting will be allowed in or on space property. This applies to regular paint, spray paint, powdered coloring dust and glitter, as it could damage the space or equipment.

Storage Policy:

There is no designated storage space in this building. Please note weights of any items you bring in; they must be moveable so as not to interfere with any other events or classes scheduled at the same time.

Fire Safety Policy:

Northeastern University is an entirely Smoke-Free campus. No smoking, fire, or live flame is permitted in the building. Fire exits and egresses must be accessible at all times. All areas and egresses must be cleared of at least 42” in width, in straight lines from the egresses to the exits. If cables need to cross these areas, they must be securely taped down. Failure to do so will result in an immediate shut down of the event.

Clean Up Policy

Every group is expected to leave the space (including the kitchen area, if used at all by an outside caterer) clean and in good condition. It is the responsibility of the group to dispose of any of their trash and remove any of their belongings. A group who fails to clean up will be susceptible to extra staffing charges for cleaning services.

Post-Event Evacuation Procedure:

Once the area is clean, the organization hosting the event is expected to depart in a timely manner. Please discuss and confirm load out with the Director of Operations-ISEC before your event. We assume no responsibility for any items left in the venue after your event. Please be sure that you have collected all items.

STAFF ASSOCIATED WITH SCHEDULING EVENTS IN ISEC

Dr. Elham Ghabbour
Operations Director
Interdisciplinary Science and
Engineering Complex
Northeastern University
360 Huntington Ave.
Boston, MA 02115
Phone: 617-373-7915
e.stewart@northeastern.edu

Nicole Rakitin
Director of Classroom Management and Scheduling
Room 200
Northeastern University
271 Huntington Ave.
Boston, MA 02115
Phone: 617-373-2300
n.rakitin@northeastern.edu

Danielle Lucas
Associate Registrar
Room 200
Northeastern University
271 Huntington Ave.
Boston, MA 02115
Phone: 617-373-2786
d.leeber@northeastern.edu

STAFF ASSOCIATED WITH EVENTS IN ISEC

Dave Sheehan, Operations Manager for Building Services 617.373.2700

Berny Calderon, Day Supervisor for Building Services 617.373.6354

Alexandra Gallant, Event Specialist for NU Facilities 617.373.5747 or al.gallant@northeastern.edu

ITS <https://its.northeastern.edu/services/tech-support/conferences/>

ADDITIONAL RESOURCES FOR PLANNING YOUR EVENT

To request assistance planning your event: Contact: University Events at <https://www.northeastern.edu/events/>

To request NU Facilities services for events and functions you can access this form through myNortheastern. Click on the 'Services and Links' tab and scroll down to the 'Event Service Request Form' below the Facilities Work Request Link. You can bypass the EMS confirmation number field and leave it blank. <https://workrequest.neu.edu/FAWorkRequestForm.aspx?category=event>

To view a list of Northeastern University's event venues go to:

<https://www.northeastern.edu/events/campus-venue-guide/> Space reservations are decentralized and reservation policies and procedures vary from venue to venue. If you need help identifying the right space on campus for your event, please call the Office of University Events at 617.373.5136