



Guidelines for Registering Events at NYU Shanghai March, 2017

Purpose:

The purpose of these Guidelines is to outline the process for registering events at NYU Shanghai, including, but not limited to, reserving space, requesting services, and submitting applications to the government. These Guidelines are independent of any existing or future space management systems (e.g., OrgSync, 25Live), acknowledging that some of the steps in these Guidelines could/should be accomplished through a space management system. University Leadership may place additional requirements or approvals on specific events.

For purposes of these Guidelines, “event” refers to seminars, workshops, meetings, conferences and other forms of ad-hoc gatherings that are not part of NYU Shanghai’s formal academic program (e.g., classes, recitations, study groups, etc.) or NYU Shanghai’s daily administrative operations. All events, in general, should be academic in nature.

General Guidelines:

1. Reserving Space (B1 to 14th Floor in the Academic Building).
 - a) *Reserve a Space:* Contact the relevant department or space manager (*see Appendix I*) at least one month (30 days) in advance of the event.
 - b) *Hours:* Monday – Friday, 8:30am-10pm.
 - c) *First Come First Serve:* Space is reserved on a “first come first serve” basis. In the event that a space is simultaneously reserved for the same date and time by more than one requester, the space managers will work with the requesters to determine a mutually satisfactory resolution.
 - d) *Minimally Sufficient:* An event shall reserve space that is minimally sufficient (but does not exceed the capacity of the room). In principle, one event shall reserve one space (one room number) as the main venue. Back up space can be reserved, but the back up space shall be prioritized for other events that want to reserve such space as the main venue.
 - e) *Release Unused Space:* Requester shall release space reservations (main venue and back up space) in a timely manner when they are no longer needed.
 - f) *Exclusive Events:* Certain university-wide events—namely Candidate Weekend, Convocation, Admitted Students Event, Commencement, and Move-in Day—shall be prioritized over other events to ensure quality and success.
 - g) Event reservations for classroom spaces are subject to the schedule of classes.
2. Reserving the Colloquium Rooms (15th Floor of the Academic Building)

- a) *Reserve a Space*: To reserve the Colloquium Rooms on the 15th Floor (1502, 1503, 1504, and 1505), contact Campus and Facilities at least 6 months in advance.
- b) *Hours*: Monday – Friday, 8:30am-10pm.
- c) *Review*: Requests to use the Colloquium Rooms shall go through evaluation and prioritization by Campus and Facilities in consultation with the Chancellors’ Office.
- d) *Alternate Space*: Requests that are declined will be given alternatives in other places or time.
- e) *Changes*: Reservations for the Colloquium Rooms are subject to change by University Leadership in their discretion.

3. Requesting Services

- a) *Contact relevant departments* to confirm required services at least 1 week (5 working days) in advance of the event (See Appendix I).
 - Campus and Facilities: Furniture (tables/chairs), moving, cleaning.
 - IT: Audio/video/VC technical support.
 - Public Safety: Parking, additional security.

4. Safety

- a) *Safety Registration*: Contact Public Safety at least one month (30 days) in advance of an event involving any of the following situations:
 - Number of attendees is 100 or more;
 - Non-NYU Shanghai attendees or guests;
 - Events outside of standard business hours (M-F, 8:30am-10pm);
 - External catering services;
 - Temporary construction or cabling needed;
 - Events that require an application or notification to the government (see Section 5 below); or
 - Celebrities or other well-known persons.
- b) *Crowd Control*
 - The number of attendees at an event shall not exceed the capacity of the space.
 - When the (expected) total number of attendees for all events in the Academic Building taking place at the same time exceeds 800 persons, Public Safety may call crowd control, especially when crowds are expected to be heavily concentrated.
- c) *Fire Safety*
 - Open fires are not permitted during events in the Academic Building;
 - Fire lanes, corridors, and exits shall not be blocked.

5. Government Notification

- a) In accordance with applicable laws and regulations, notifications shall be submitted to the respective governmental authorities (e.g., the Ministry of Foreign Affairs, Ministry of Education, Shanghai Foreign Affairs Office,

Shanghai Municipal Education Commission, etc.) for acknowledgement for events involving any of the situations outlined below. If there is a question whether a government notification/acknowledgement is required, the requester/event-owner shall consult with Chancellors' Office.

	Events	Time for Application
1	100 or more non-Chinese external attendees (including from Taiwan, Hong Kong, Macau)	6 Months
2	Fewer than 100 non-Chinese external attendees (including from Taiwan, Hong Kong, Macau)	4 Months
3	Visitor who is a Vice Minister or above, or former Vice Premier or above of a foreign country	6 Months
4	Other non-Chinese government officials (including from Taiwan, Hong Kong, Macau)	3 Months
	<i>Note: If condition 1 or 2 coincides with condition 3 or 4, the application time shall be added up accordingly.</i>	

6. Student Events

- a) All events organized by students must be pre-approved by Student Life before reserving space or requesting services under these Guidelines.

7. External and Co-host Events

a) Definitions:

- External events are events taking place in NYU Shanghai space that are exclusively sponsored by non-NYU Shanghai entities (including but not limited to partners, alumni, donors, employers, friends, etc.);
- Co-host Events are events taking place in NYU Shanghai space that are co-sponsored by NYU Shanghai entities and non-NYU Shanghai entities.

- b) NYU Shanghai only supports external and/or co-host events that can bring significant values to NYU Shanghai's missions of teaching, research, or social services.
- c) For any external or co-host event, an NYU Shanghai department or employee shall be identified as the Internal Liaison for handling the event registration process.
- d) Any external or co-host events shall submit application of space use to the Chancellors' Office for approval from the Vice Chancellor at least 6 months in advance.

8. Fees

- a) Fees will be incurred based on the location, size, time, and other natures of the events.
- b) Detailed schedule of fees is shown in Appendix II, which subjects to adjustment from time to time.
- c) For academic events host by NYU schools and campuses (e.g., J-Term classes, NYU SPS at NYU Shanghai, etc.), any associated fees will be determined separately by NYU Shanghai and NYU.

- d) The event owner/requester shall clarify and confirm the final price with respective supporting departments at least one week in advance of the event;
- e) The fees (except for personnel costs) will be used exclusively for the maintenance of the space and the Academic Building.

APPENDIX

Appendix I. Checklist and Timeline for Registering Events

	Timeline (prior to event)	Activities	Contact Person/Advisor
<input type="checkbox"/>	6 months	[For External or Co-host events] Identify an Internal Liaison and submit Application of Space Use to Chancellors' Office for Vice Chancellor's approval.	Harry Meng <xm5@nyu.edu> (Chancellors' Office)
<input type="checkbox"/>	6 months	Request for Colloquium/Conference Room on 15 th floor (1502-1505) through Campus and Facility (Requests will be evaluated and feedback with confirmation or alternative solutions)	Lisa Feng <lf74@nyu.edu> (Campus and Facilities)
<input type="checkbox"/>	6 months	Submit Government Notification if the event (conference) involves <ul style="list-style-type: none"> • ≥ 100 non-Chinese external attendees; or • Non-Chinese government officials higher than Vice Minister or former Vice Premier 	Shuzhe Ding <sd140@nyu.edu> (Assistant Vice Chancellor)
<input type="checkbox"/>	4 months	Submit Government Notification if the event (conference) involves <ul style="list-style-type: none"> • < 100 non-Chinese external attendees 	Shuzhe Ding <sd140@nyu.edu> (Assistant Vice Chancellor)
<input type="checkbox"/>	3 months	Submit Government Notification if the event (conference) involves <ul style="list-style-type: none"> • Non-Chinese government officials lower than Minister or former Vice Premier (including officials from Taiwan, Hong Kong, Macau) 	Shuzhe Ding <sd140@nyu.edu> (Assistant Vice Chancellor)
<input type="checkbox"/>	1 month (earlier preferred)	Reserve space (date, time, #attendees, etc.) through <ul style="list-style-type: none"> • Registrar for classrooms, 3F auditorium; or • Campus and Facilities for B1 cafeteria, 2F café, 15FL small meeting rooms. 	Pengpeng Fu <pengpengfu@nyu.edu> (Registrar) Lisa Feng <lf74@nyu.edu> (Campus and Facilities)
<input type="checkbox"/>	1 month	Safety Registration if the event involves any of the following situations <ul style="list-style-type: none"> • ≥ 100 attendees; • Non-NYUSH attendees or guests; • Starts earlier than 8:30am or ends later than 10:00pm; • External catering services; • Temporary construction or cabling; • Government Application; or • Celebrities. 	Xiaojun Hu <xh10@nyu.edu> (Public Safety)
<input type="checkbox"/>	1 month (preferred, Must finalize 1 week in advance)	Confirm services needed, and fees incurred: <ul style="list-style-type: none"> • Campus and Facilities: furniture, moving, cleaning, etc.; • IT: audio/video/video conferencing, etc.; • Public Safety: parking, security, entrance control, etc. 	Lisa Feng <lf74@nyu.edu> (Campus and Facilities) Sunny Qi <sunny.qi@nyu.edu> (Information Technology) Xiaojun Hu <xh10@nyu.edu> (Public Safety)
<input type="checkbox"/>	At all times	Release the reservation for space that is no longer needed	

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Appendix II. Fees for Using Space and Service in Academic Building

Service	Unit	Price			
Staff Service					
		Working hours Mon-Fri 8:30am-5:30pm	Non-working hour	Weekend	National Holiday
IT/AV Setup/Onsite Support	person/hour	¥150.00	¥225.00	¥300.00	¥450.00
Security Guard Coverage #External attendees: 100-200	floor/hour	¥200.00	¥300.00	¥400.00	¥600.00
Security Guard Coverage #External attendees: 200-400		¥400.00	¥600.00	¥800.00	¥1,200.00
Security Guard Coverage #External attendees: >400		Customized			
Special security for VIPs		Customized			
Cleaning	person/hour	¥30.00	¥60.00	¥90.00	¥120.00
Moving/Setting up furniture		¥30.00	¥60.00	¥90.00	¥120.00
Facility technician onsite support		¥100.00	¥150.00	¥200.00	¥300.00
Deep cleaning		Customized			
Intensive moving		Customized			
Construction		Customized			
Internal Event Free Package (Mon-Fri: 8:30am-8:00pm)					
IT/AV Setup (up to 30 minutes)					
Security Guard Coverage (#External attendees: <200)					
Cleaning (not including deep cleaning)					
Moving/Setting up furniture					

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Service	Unit	Price
Device/Goods Service		
Visitor Pass (if #external attendess > 20)	Each	¥10.00
Projector Rent	Each/day	¥500.00
Multi Functional Printer Setup	Each	¥300.00
Black/White Printing A4	Per Page	¥0.20
Black/White Printing A3		¥0.40
Color Printing A4		¥1.30
Color Printing A3		¥2.60
Poster printing A0		¥160.00
Poster printing A1		¥80.00
Poster printing A2		¥40.00
Poster printing A3		¥20.00
Poster printing A4		¥10.00
Poster printing A5		¥5.00
External IT device Rent and/or Consulting		Bundle
Live Streaming Service	Customized	

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Service	Unit	Price
Space*		
15th Floor Colloquium (1502-1504)	Session**	¥8,000.00
15th Floor Conference Room (1505)		¥3,000.00
Auditorium		¥5,000.00
Large Classroom (approx. 100 persons)		¥2,000.00
Medium Classroom (approx. 50~60 persons)		¥1,600.00
Small Classroom (approx. 20 persons)		¥1,200.00
<p><i>*Space fee only applies to external and co-sponsor events</i></p> <p><i>**A Session = 4 hours in the Morning (8:30am-12:30pm), Afternoon (1:00pm-5:00pm), or Evening (5:30pm-9:30pm).</i></p>		