



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

Events Guide

Things to Know when Hosting your Event at New York Medical College

Hosting schools/departments are responsible for logistics and coordination of events on the campus of New York Medical College (NYMC). Clear delineation of role and responsibilities for any event are vital. Assignments must be discussed and agreed to at the outset, and reconsidered when potential conflicts arise, in order to optimize cooperation and maximize effectiveness.

As an educational institution, our student's educational experience is our number one priority. New York Medical College will consider external event requests provided they adhere to our policies. Refer to the events calendars and academic calendars for potential conflicts. Be mindful of your audience availability, midterms, finals, exams other events, etc.

First priority for reservations is given to: the School of Medicine (SOM) in the Module Rooms (Mods) on the second and third floors of the Medical Education Center (MEC), as well as Chouake Auditorium, Cooke Auditorium and Nevins Auditorium, during the hours of 8:00 a.m. – 4:00 p.m. Mondays-Fridays; and to the Graduate School of Basic Medical Sciences (GSBMS) during the hours of 4:00 p.m. – 9:00 p.m. Mondays through Fridays.

Tips on Picking a Room for your Event

Please ensure that the event space's capacity meets the amount of people anticipated to be coming to your event. Please pick an appropriate space and size of room for your event. It is important to consider room capacity and proximity to needed resources.

Name of Event: _____

Date of Event: _____

(In consideration of those observing the Sabbath, and to ensure compliance with our early Friday closings, please do not schedule events after 12:00 noon on Fridays).

Speakers/Honorees: _____

Sponsoring Department: _____

Contact Person: _____

Budget Number: _____

1. ROOM RESERVATIONS

Contact Facilities at (914) 594-4588 for the following:

The College has a variety of rooms ranging in size and functionality. (Please see a complete list of rooms on pages 8-9). Rooms must be reserved by department administrators via the Resources Scheduler:

<http://nymc.resourcescheduler.net/resourcescheduler/>.

Venue information

- Number of rooms and names(s) of rooms
- Anticipated attendance
- Date and time of event
(In consideration of those observing the Sabbath, and to ensure compliance with our early Friday closings, please do not schedule events after 12:00 noon on Fridays).
- If applicable: rain plan, alternate site, alternate date and/or plan for cancellation

Rental items

- coat racks
- china
- other(s) props, risers, etc.

Flower arrangements for:

- centerpieces for reception tables
- dinner tables
- podium

Housekeeping services

- chairs
- tables (size of tables vary according to the event, rental vendors are available)
- table dressing
 - linen

- skirting for food service, panel and informational tables
- table decorations/necessities
 - table numbers, reserved signs, place cards
 - other decorations
 - balloons
 - ribbon
- recyclable/trash receptacles
- podium
- flags and poles
- easels
- candles
- vases

NOTE: There may be additional set up and break down charges after normal hours (evenings and weekends), as well as for extra facilities staffing, if necessary

2. CATERING

Contact Food Services at (914) 594-4580 for the following:

It is the policy of the New York Medical College to adhere to the Jewish dietary laws by preparing and serving only glatt kosher foods under recognized kosher supervision authority in all food service facilities on the Valhalla Campus and off site at College-sponsored events. During Passover, no food services (cafeteria, vending machines, catering, etc) will be provided, other than in exceptional cases and with recognized Kosher-for-Passover supervision. Please review the following policies listed on <https://www.nymc.edu/about-nymc/policies/>:

- NYMC Food Services Guidelines on its Valhalla Campus and at Sponsored Events
- Policy for On Campus Student Sponsored Events Where Alcohol is to be Served

Remember, when ordering food from Doc's Café (914-594-4580), a table(s) must also be reserved by calling facilities directly at (914) 594-4588. Note: overtime may be required if the event is during the evening and/or weekends. Also, make sure to have a contingency plan if you have walk-in guests.

Number of people to be served _____

- Type of service
 - reception
 - dinner
 - luncheon
 - breakfast

- refreshments/snacks
- buffet service
- waited service

- utensils
- Food service rental of equipment not ordinarily supplied (i.e., chafing dishes, coffee urns, etc.)
- Wine (permit needed, depending on location to be served)

3. SECURITY, TRANSPORTATION AND PARKING –

Contact the Office of Security at (914) 594-4226 for the following:

- ticket collection when ID is necessary
- local police assistance
- government security for special guests/speakers
- on-campus transportation, as appropriate
- entrances unlocked, as appropriate
- extra security for entrance to parking areas, coordination with elected officials if necessary
- designated parking spaces
- buses or vans
- special parking in the faculty lot
- Reserved area in the lower staff/student lots
- tandem parking attendants
- car service for speaker

Note: when requested with advanced notice, the Office of Security may be able to direct traffic for visitors, if they deem necessary. Also, parking signage requests should be included in the space reservation request, and is facilitated by the Facilities Department.

4. AUDIO/VISUAL

Contact Educational Media at (914) 594-2553 or (914) 594-4666 for the following:

- microphones
 - podium microphone
 - panel table microphone
- slide/overhead projectors
- monitor screens
- audio/video taping
- closed circuit viewing
- GoToMeeting/Zoom

- computer hook ups/required
- webcasting
- set up Zoom Conferencing
- extension cords
- TVs
- VCR/DVD player

NOTE: Labor charges for evening and weekend staffing

5. PUBLICITY

To request services from the Office of Public Relations, please complete the Project Request Form at www.nymc.edu/prrequest

- Photographer/Borrow Camera
- Media Alert
- Press release
- Digital signage
- Event featured in InTouch
- Invitations
 - printed or electronic
- Posters/visuals
- Event added to online calendar
- Section of the web site created for the event
- Area reserved for the media
- Event promoted on social media
- Facebook LIVE*
- Banners for walls, podiums, tables, step-and-repeat, etc.

** The Office of Public Relations is responsible for the College's official social media presence. As of 2017, Facebook offers Facebook LIVE. Please note that Facebook LIVE is handled through the Office of Public Relations. If you would like your event to be recorded to viewed at a later date, want to use Zoom conferencing, or have your event live streamed to YouTube, please submit your request separately to Education Medial Services directly.*

6. INVITATION OF ELECTED OFFICIALS AND/OR DIGNITARIES

Contact the Office of Government Affairs at (914) 598-3452 to determine if elected officials should be invited to an event.

- create a list of elected official to invite
- extend the invitation and track RSVPs
- determine if elected officials will have a speaking role
- create an agenda

- provide background material and talking points for elected officials with speaking roles

7. PURCHASE OF RECOGNITION ITEMS

- awards, plaques, gifts, certificates
- engraving
- calligraphy
- framing of a certificate or print
- Shipping or pick up

8. INFORMATION TO HAVE AVAILABLE FOR YOUR GUEST

- list of limousine or taxi services
- train schedules
- local hotel telephone numbers

9. OTHER

- event agenda
- coordinate NYMC leadership speakers
- talking points for NYMC senior leadership
- extra staff for greeting, staff registration tables, etc.
- telephone service
- hotel accommodations
- space for speaker before a lecture
- travel expenses
- supplies for those attending and/or panelists
- giveaways – please view the NYMC style guide at <http://www.nymc.edu/style>
- pens/pencils
- pads
- folders
- programs
- name tags
- handouts

New York Medical College Policy on Speakers

As an institution of higher education, New York Medical College (NYMC) extends speaking invitations to outside guests. A speaker may, in some instances, express philosophies that could be controversial in nature and not necessarily conforming to the views of the College and/or a majority of our student body. However, we are also responsible to our students, faculty, employees and to the community at large to maintain our reputation. In those relatively few

instances when a speaker's appearance on campus could reflect disadvantageously upon the College, the Office of the Chancellor, the Office of Public Relations (and in the case of a student event, the Office of Student Affairs) will weigh the event's and/or speaker(s) effect upon the College community and stakeholders. This may be done before the actual invitation is extended. The decision rendered will be considered as representing the judgment of the academic community. NYMC will not sponsor or permit its facilities to be used for events it deems would jeopardize its reputation.

Speakers for Student Club/Organization Events

All speakers for student events must receive the approval of the Office of Student Affairs. If the Office of Student Affairs feels that the speaker needs to be reviewed it will forward the event for approval following the process stated above.

Frequently Asked Questions

Q: How far is New York Medical College from New York City?

A: New York Medical College is located 13 miles north of New York City, and approximately 35 minutes north of midtown Manhattan by MetroNorth rail. Directions to the campus can be found online at <http://www.nymc.edu/about-nymc/location/directions/>

Q: Does New York Medical College have on site caterer?

A: Yes, we have an on-site Glatt Kosher caterer, Lessing's, that manages the Doc's Café cafeteria, the Freeman Dining Room, the Café serving Starbucks, the grab-and-go at Skyline, as well as caters our events. Lessing's provides exceptional cuisine and hospitality for our campus community.

Q: What are the largest meeting facilities that New York Medical College has to offer?

A: The College has a variety of rooms ranging in size and functionality. The largest meeting spaces are the BSB Chouake Auditorium, BSB Cooke Auditorium, MEC Nevins Auditorium, and Sunshine Tent. Please refer to the Room List later in this document.

Q: How do you reserve a room to use for an event?

A: New York Medical College uses a suite of products called Room Reservation Scheduler. Room Reservation Scheduler makes it easy for you to request selected spaces and/or resources to individual instances of any event of any kind, from simple meetings to the most complex events. Through this system you will have accurate information for all space and resources on campus, the ability to request an event with

real-time viewing for space and resource availability and the ability to define the access of uses down to the individual event, space or resource level. For more information, please contact your department administrator.

Q: Is New York Medical College handicap accessible?

A: Yes.

Q: Is there parking available on campus? Is it free? Do visitors need a permit?

A: Yes, there is free parking available on campus. Please be advised that visitor parking is limited. Visitor street parking is available on Old Farm Road [the street leading to the Medical Education Center (MEC) building]. Please contact the Office of Security to arrange extra parking passes if needed.

Q: Does New York Medical College have on-staff photographers?

A: The Office of Public Relations does not have an in-house photographer; however, our staff does take photos at events that we choose to cover in our publications. A department hosting an event may contact the Office of Public Relations two weeks prior to the event to request photography coverage. If the Office of Public Relations cannot fulfill a request or if a department requires photos for their own purposes, a camera can be signed-out on loan.

If a department requires photography and they have the budget to hire a photographer, they can contact the Office of Public Relations for the name of an approved freelance photographer. Once the photo shoot is complete, the department should provide the Office of Public Relations with the photos to add to the shared images directory.

Q: How far in advance should events be promoted?

A: For one day events, four full weeks' notice must be given to the Office of Public Relations to effectively promote your event to its target audience. For larger groups' conferences, we suggest that the contact be made at least 3 months in advance. At least two weeks' notice is required in order to promote an event via the following channels:

- InTouch
- College calendar
- On-campus digital signage

For more information on promoting your event, please contact the Office of Public relations at public_relations@nymc.edu or 914-594-4536.

New York Medical College Meeting Rooms

Capacity	Room #	Department Contact	Extension
Alumni House			
10	Alumni Dining Room	Alumni/Development	ext. 4556
20	Alumni Dursi Boardroom	Alumni/Development	ext. 4556
50	Alumni Living Room	Alumni/Development	ext. 4556
100*	Alumni Lawn/Patio	Alumni/Development	ext. 4556
Basic Sciences Building (BSB)			
194*	BSB Chouake Auditorium	Facilities	ext. 4588
215*	BSB Cooke Auditorium	Facilities	ext. 4588
100*	BSB Basketball Court	Facilities	ext. 4588
75	BSB lobby 1 (Hales Lobby)	Facilities	ext. 4588
75	BSB lobby 2 (Hales Lobby)	Facilities	ext. 4588
75	BSB lobby 3 (Hales Lobby)	Facilities	ext. 4588
150*	BSB Cafeteria (Doc's Cafe)	Facilities	ext. 4588
25	BSB Freeman Dining Room	Facilities	ext. 4588
n/a	BSB Starbucks Cafe	Facilities	ext. 4588
6	Library Conference Room B104	Library	ext. 4200
8	Library Room 106	Library	ext. 4200
6	Library Room 107	Library	ext. 4200
10	Library Mastronardi Room	Library	ext. 4200
10	Library Novitch Computer Lab 108	Library	ext. 4200
7 Dana Road			
n/a	Dana Road Harvey Room	Clinical Skills	ext. 2075
120*	Dana Road Classroom 217/218	Clinical Skills	ext. 2075
n/a	Dana Road Lobby	Clinical Skills	ext. 2075
20	Dana Road Lounge	Clinical Skills	ext. 2075
8	Dana Road Simulation Room 1	Clinical Skills	ext. 2075
15	Dana Road Simulation Room 2	Clinical Skills	ext. 2075
Medical Education Center (MEC)			
250*	MEC JW .Nevens, M.D. Auditorium	Facilities	ext. 4588
200*	MEC Gross Anatomy Lab	Cell Biology/Anatomy	ext. 4631
22	MEC Module 201	Facilities	ext. 4588
22	MEC Module 202	Facilities	ext. 4588
22	MEC Module 203	Facilities	ext. 4588
22	MEC Module 204	Facilities	ext. 4588
22	MEC Module 205	Facilities	ext. 4588
22	MEC Module 206	Facilities	ext. 4588
22	MEC Module 207	Facilities	ext. 4588
22	MEC Module 208	Facilities	ext. 4588
22	MEC Module 209	Facilities	ext. 4588
22	MEC Module 301	Facilities	ext. 4588
22	MEC Module 302	Facilities	ext. 4588

22	MEC Module 303	Facilities	ext. 4588
22	MEC Module 304	Facilities	ext. 4588
22	MEC Module 305	Facilities	ext. 4588
22	MEC Module 306	Facilities	ext. 4588
22	MEC Module 307	Facilities	ext. 4588
22	MEC Module 308	Facilities	ext. 4588
22	MEC Module 309	Facilities	ext. 4588
200*	MEC Lobby 1 (Willner Atrium)	Facilities	ext. 4588
75	MEC Lobby 2 (Willner Atrium)	Facilities	ext. 4588
200*	MEC Plaza (outdoor)	Facilities	ext. 4588
School of Health Sciences and Practice (SHSP)			
48-70	SHSP Center for Interactive Learning (CIL)	Facilities	ext. 4588
100*	SHSP Courtyard	Facilities	ext. 4588
27	SHSP 102 E/W	Facilities	ext. 4588
39	SHSP 104 E/W	Facilities	ext. 4588
39	SHSP 111 E/W	Facilities	ext. 4588
24	SHSP 112 E/W	Facilities	ext. 4588
n/a	SHSP 200	Facilities	ext. 4588
26	SHSP 201	Facilities	ext. 4588
26	SHSP 203	Facilities	ext. 4588
24	SHSP 204	Facilities	ext. 4588
75	SHSP Lobby	Facilities	ext. 4588
19 Skyline Drive			
23	Skyline Conference Room 1N-B05	Facilities ☼	ext. 4588
29	Skyline Conference Room 1N-D05	Facilities ☼	ext. 4588
27	Skyline Conference Room 1N-F28	Facilities ☼	ext. 4588
27	Skyline Conference Room 1S-E46	Facilities ☼	ext. 4588
36	Skyline Conference Room 1S-F40	Facilities ☼	ext. 4588
80	Skyline Conference Room 1S-F53	Facilities ☼	ext. 4588
12	Skyline Conference Room 1S-N11	Facilities ☼	ext. 4588
14	Skyline Conference Room 2N-F28	Facilities ☼	ext. 4588
10	Skyline Conference Room 2S-F40	Facilities ☼	ext. 4588
115*	Skyline Auditorium GN-F15	Facilities ☼	ext. 4588
80	Skyline Dining Room	Facilities ☼	ext. 4588
55	Skyline GS-F40-Annex	Facilities ☼	ext. 4588
n/a	Skyline Library	Library	ext. 4207
n/a	Skyline Touro 2S-B43	Media	ext. 2553
40	Skyline Touro 2S-L15	Media	ext. 2553
Sunshine Cottage			
30	Sunshine Boardroom	Chancellor's Office	ext. 4900
n/a	Sunshine Croquet Court	Chancellor's Office	ext. 4900
40	Sunshine Lobby	Facilities	ext. 4588
250*	Sunshine Tent	Facilities	ext. 4588

☼ The Facilities Department manages all the bookings of space within 19 Skyline Drive complex through Resources Scheduler.

* Denotes large meeting space