



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

Events Guide

Things to Know when Hosting your Event on the New York Medical College campus.

Hosting schools/departments are responsible for the logistics and coordination of events on the campus of New York Medical College (NYMC). Clear delineation of role and responsibilities for any event are important. Each event must have one designated lead contact who is responsible for overall coordination and accountability, including delegating roles and responsibilities as needed. Assignments must be discussed and agreed to at the outset and reconsidered as changes arise, in order to optimize cooperation and maximize effectiveness.

As an educational institution, our student's educational experience is our number one priority. NYMC 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. Monday through Friday; and to the Graduate School of Biomedical Sciences (GSBMS) during the hours of 4:00 p.m. – 9:00 p.m. Monday through Friday, as well as the Touro College of Dental Medicine (TCDM) in 19 Skyline Drive.

Online NYMC Events

For the purposes of online security and proper setup, online events need to be scheduled on Zoom through the Office of Educational Media. Call (914) 594-2553, (914) 594-4666, (914) 594-2557 or (914) 594-2527 to schedule your event on Zoom.

In-Person Events on the NYMC Campus

Tips on selecting a room for your event: Please ensure that the event space's capacity accommodates the number of guests anticipated. 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: _____

Speakers/Honorees: _____

Sponsoring Department: _____

Contact Person: _____

Budget Number: _____

1. ROOM RESERVATIONS

The College has a variety of rooms ranging in size and functionality. (Please see a complete list of rooms on page 9).

Event and space requests for NYMC classrooms, conference rooms, and outdoor event spaces for activities and special events—including university-wide events—are submitted through [CourseDog](#).

What events should be requested using the CourseDog events website?

- Meetings or events associated with student organizations.
- Meetings with colleagues in conference rooms including recurring staff/faculty meetings.
- Events involving external guests or external partnering organizations.
- University-wide events that will require the use of designated spaces.
- Non-academic based events in classroom or similar spaces.

What the CourseDog events module should not be used for:

- Scheduling academic sections/courses.

If you require any assistance or housekeeping services, please contact the Office of Facilities Management at [\(914\) 594-4588](tel:9145944588), or email Rosanna Bonelli (rosanna_bonelli@nymc.edu) or Susan Butler (susan_butler@nymc.edu).

Venue information

- Number of rooms and name(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 p.m. on Fridays).

- If applicable: rain plan, alternate site, alternate date and/or plan for cancellation

Rental items

- coat racks
- dinnerware and utensils, 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 (please see [NYMC Style Guide](#) for approved colors.)
 - 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
- vases

NOTE: There may be additional setup and breakdown charges after normal hours (evenings and weekends), as well as for extra facilities staffing, if necessary.

2. CATERING

For event catering, please contact vilma_bordonaro@nymc.edu for the following:

It is the policy of NYMC to adhere to Jewish dietary laws by preparing and serving only Glatt Kosher foods under the rabbinical supervision of the Orthodox Union, 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/policies/>

- [Food Services Policy](#)
- [Policy for On-Campus Student-Sponsored Events Where Alcohol is to be Served](#)

Remember, when ordering food, 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 on 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
 - wait 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. PUBLIC SAFETY, TRANSPORTATION AND PARKING –

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

- ticket collection when ID is necessary
- local police assistance
- 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 arrangements
- tandem parking attendants
-

Note: when requested with advanced notice, the Office of Public Safety 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 Office.

4. AUDIO/VISUAL

Contact Educational Media at (914) 594-2553, (914) 594-4666, (914) 594-2527 or (914) 594-2557, 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
- livestreaming
- Zoom set up
-
- extension cords
- televisions

NOTE: Labor charges for evening and weekend staffing

*** If you would like your event to be recorded to viewed at a later date, or want to use Zoom webinars, please submit your request separately to Education Media Services directly.**

5. PUBLICITY

To request services from the Office of Public Relations, NYMC offices and departments must submit the Public Relations' Project Request Form at

<https://www.nymc.edu/departments/public-relations/public-relations-project-request-form/>

- Photographer/borrow camera
- Media alert
- Press release
- Digital signage
- Event featured in InTouch
- Invitations
 - printed or electronic
- Posters/visuals

- Area reserved for the media
- Event promoted on social media
- Banners for walls, podiums, tables, step-and-repeat, etc.

6. SUBMITTING YOUR EVENT TO THE ONLINE COLLEGE CALENDAR

Before submitting an event for possible inclusion on the College's online events calendar, please make sure that any and all event space (including reserving a room) and logistics are confirmed beforehand.

Student organizations and clubs must contact Anthony M. Sozzo, M.A., M.S.Ed.

To submit an event to the online calendar visit the following web address for instruction:
<https://www.nymc.edu/departments/public-relations/planning-an-event/>

Please note that each NYMC school has a designated person in the respective school dean's office to approve the event to go live on the calendar.

7. INVITATION OF ELECTED OFFICIALS AND/OR DIGNITARIES

Contact the Office of Government Affairs to determine if elected officials should be invited to an event.

- create a list of elected officials 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

8. PURCHASE OF RECOGNITION ITEMS

For promotional items, merchandise material or small item giveaways (such as mugs, pens, etc.), please contact the Purchasing Office for a list of approved vendors. As per the College policy and Style Guide (<https://www.nymc.edu/departments/public-relations/branding--services/>), any NYMC-branded promotional items need approval from the Office of Public Relations.

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

9. INFORMATION TO HAVE AVAILABLE FOR YOUR GUEST

- limousine or taxi services
- train schedules
- local hotels

10. OTHER

- event agenda
- coordinate NYMC leadership speakers
- talking points for NYMC senior leadership
- extra staff for greeting, staff registration tables, etc.
- hotel accommodations
- space for speaker before a lecture
- travel expenses
- supplies for those attending and/or panelists
- pens/pencils
- pads
- folders
- programs
- name tags
- handouts

New York Medical College Policy on Speakers

As an institution of higher education, NYMC extends speaking invitations to outside guests. A speaker may, in some instances, express philosophies that could be controversial in nature and not necessarily conform to the views of the College and/or a some 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 associate dean for student affairs and director of student financial planning and student activities. If the associate dean for student affairs and director of student financial planning and student activities feel 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 <https://www.nymc.edu/about/location/>

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

A: Food services and catering on the NYMC campus are provided by request to Vilma E Bordonaro at vilma_bordonaro@nymc.edu. Food marts, located in BSB and 19 Skyline Drive, offer Kosher healthy snacks, drinks and fresh food. Check-out is contactless with mobile and touchless payment options. The food mart is open six days a week, 24 hours a day and closed from sundown Friday to sundown Saturday for religious observances.

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 and MEC Nevins Auditorium. Please refer to the room list below.

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

A: New York Medical College uses Coursedog event module for space reservations. Through this system you will have accurate information for all space and resources on campus. 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 Public Safety 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 three 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.

Q: I am hosting a virtual event. What do I do?

A: Once date and time are confirmed, contact Educational Media to create a registration link to the virtual event, see page one. For events open to the public, submit a listing to the NYMC calendar. For additional promotional assistance from Office of Public Relations, submit the project request form, see page five.

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
75	BSB lobby 1 (Hales Lobby)	Facilities	ext. 4588

150*	BSB Cafeteria	Facilities	ext. 4588
25	BSB Freeman Dining Room	Facilities	ext. 4588
60	BSB Instrument Shop	Facilities	
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			
60	Dana Road Classroom 217/218	Clinical Skills	ext. 2075
30	Dana Road G03 Classroom	Clinical Skills	ext. 2075
n/a	Dana Road Lobby	Clinical Skills	ext. 2075
50	Dana Bio Inc Lounge	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
30	Dana Vivarium	Clinical Skills	ext. 2075
Medical Education Center (MEC)			
250*	MEC JW Nevins, M.D. '44 Auditorium	Facilities	ext. 4588
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)			
60	SHSP Center for Interactive Learning (CIL)	Facilities	ext. 4588
	The Esther and Ben Chouake Physical Therapy Clinical Skills Lab	Department of Physical Therapy	
100*	SHSP Courtyard	Facilities	ext. 4588

8	SHSP G07	Facilities	ext. 4588
12	SHSP G13	Facilities	ext. 4588
48	SHSP 102 PT Lab	Facilities	ext. 4588
22	SHSP 111 PT Lab	Facilities	ext. 4588
22	SHSP 112 PT Lab	Facilities	ext. 4588
42	SHSP 200	Facilities	ext. 4588
38	SHSP 201	Facilities	ext. 4588
27	SHSP 203	Facilities	ext. 4588
75	SHSP Lobby	Facilities	ext. 4588
19 Skyline Drive			
45	Skyline Annex	Facilities	ext. 4588
40	Skyline Conference Room 1N-B05	Facilities	ext. 4588
29	Skyline Conference Room 1N-D05	Facilities	ext. 4588
25	Skyline Conference Room 1N-F28	Facilities	ext. 4588
27	Skyline Conference Room 1S-E46	Facilities	ext. 4588
30	Skyline Conference Room 1S-F40	Facilities	ext. 4588
40	Skyline Conference Room 1S-F53	Facilities	ext. 4588
14	Skyline Conference Room 2N-F28	Facilities	ext. 4588
225*	Skyline Auditorium GN-F15	Touro College of Dental Medicine (TCDM)	
100	Skyline Dining Room	Facilities	ext. 4588
n/a	Skyline Library	Library	ext. 4207
n/a	Skyline Touro 2S-B43	Educational Media	ext. 2553
40	Skyline Touro 2S-L15	Educational Media	ext. 2553
n/a	Skyline Third floor	Touro College of Dental Medicine (TCDM)	
n/a	Skyline Fourth floor	Touro College of Dental Medicine (TCDM)	
Sunshine Cottage			
30	Sunshine Boardroom	Chancellor's Office	ext. 4900
40	Sunshine Lobby	Facilities	ext. 4588

✪ The Facilities Department manages all the bookings of space through Coursedog.

* Denotes large meeting space