

Event Planning

Event Planning



- Professionalism and Posts
- Student Services
- Student Organizations & Student Events**
- Exposure to Infectious Diseases and Environmental Hazards (Bloodborne Pathogens)
- Enrollment Requirements
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- M.D. Enrollment Verification
- Academic Records
- M.D. Credentialing & Degree Verification
- Establishing Florida Residency
- Registrar Forms

page please contact Casey Smith, Assistant Director for Student Services, at casey.smith@ucf.edu.

Student Council & Curriculum Committees

Student Organizations

Student Organization Directory (Arts in Medicine - Medical Informatics)

Student Organization Directory (Movement is Medicine - Wilderness Medical Society)

Room Reservations & Student Events

COVID-19 updates to event requests:

While COM remains closed to students, we have created a reservation system for you to easily host your online events and meetings via Zoom. This will be the "Virtual Room Request." We'll use this system to get all of your virtual events listed on the Student Lounge canvas calendar. Please use this link for all of your requests until we are back at COM - https://ucf.qualtrics.com/jfe/form/SV_3wJMcGssb600nf

The Student Services team is your one-stop-shop for planning your event or meeting. Our team will book your event space/room per your request, work with the Facilities, Operations and Systems Engineering teams for any support requests you have, and coordinate with any other departments involved to ensure your event or meeting has everything you need. While student events through individuals or organizations and extracurricular activities are always encouraged, students must inform the Office of Student Affairs of meetings and activities that take place on campus at the College of Medicine.

Please submit your reservation & support requests at least a week in advance of your event or meeting to ensure room availability and enough scheduling time. If you have any questions on this process please reach out to the Student Services Team.

Step-By-Step for reserving a room or planning a Student Event:

Step 1: Check the Student Lounge calendar on Webcourses and select a date and time for your meeting or event that **does not conflict with an existing meeting**. This policy has been put in place to ensure that students don't miss out on important and interesting information because of scheduling conflicts. Exceptions will be considered on a case-by-case basis.

Step 2: Submit a [Room & Support Reservation Request Survey Form](#). The information you provide on this survey will be used to book your space/room and coordinate with other supporting offices for things you may need such as: tables, chairs, or AV/Tech support.



UCF

Start with us!

- All events on campus are reviewed by the Events Management Team (EMT)
 - We are your liaisons to this committee
 - We coordinate with all of the other COM departments to secure the needs to support your events – Facilities (trash cans, turning off sprinklers), Systems Engineering (A/V), Security, Operations (parking passes and signs)
 - Check the Student Lounge Calendar! Make sure there aren't other student events already scheduled
- Submit the Event Request/Room Reservation Form at least 2 weeks before your event/meeting
- Remember that the Medical Education building is used by many different groups for a wide range of activities and events. From students to faculty, GME residents, staff, and outside entities using the COM campus - we all share COM space

Routine meetings

- Any meetings during the lunch hour or evening that require no extra support beyond a room reservation
- The policy for Student Org meetings is one meeting per lunch hour
 - This policy based on student feedback to deter splitting student interest and curb emptier audiences for visiting speakers
- Before submitting the Event/Room Reservation Form (found on the Student Org & Events webpage) must check the Student Lounge Calendar on Webcourses. Select a date and time that is free of other events prior to planning your meeting
 - If you're in the planning stages of your meeting with a speaker and have a couple dates in mind but have not yet confirmed, email us. We can put a "hold" on the calendar for you for a maximum of 2 dates.
- With that said, we understand things happen out of your control. If you absolutely must have a date in which a lunch meeting is already scheduled, reach out to the president of that organization.
 - Ask if they wouldn't mind sharing the date with you or if this would negatively impact the attendance at their event. If sharing the date is fine, please forward us the email with the agreement or CC one of us on the email chain



Routine meetings

- Submit your Room Requests at least 2 weeks in advance! Late requests may be denied or space may not be available
- Will receive an email confirmation once your space is approved and will be added to the Student Lounge Calendar if indicated on the request

Major events

- Any student event that requires **anything** beyond a room request
 - This includes but is not limited to:
 - Extra trash cans
 - Tables, linens or chairs set up
 - Tech support for presentations, recordings, sound systems
 - Reserved parking for a speaker
 - Doors unlocked
 - Rooms rearranged (217/217A)
 - Afterhours or weekend events
 - Media coverage

Major events

- Fill out the Events/Room Reservation request form
- Must obtain approval from the Student Services team prior to any advertisement of the event
- Meet with us to help you plan your event – we are here to help!
- If you plan a large event we may have to submit a SAFE form
 - This form is required through main campus. We fill these out for you – don't fill out a SAFE form on your own for an event at COM
- Student events are NOT covered by UCF insurance
- Must accommodate all students
 - For more information or questions contact the SASS Office

What can you reserve?

- What rooms and spaces can you reserve on campus?
 - SGLs
 - Classrooms*/Lecture halls
 - The Atrium
 - Conference Rooms
 - Concourses
 - The Piazza or Tavistock Green

*If reserving the Microscopy Lab (401/404) note that **NO FOOD** is permitted in this space due to the equipment in the room

Anatomy Lab and Clinical Skills Simulation Center (CSSC)

- The Anatomy Lab and CSSC have their own reservation policies for usage or for tours
- For inquiries about tours or utilizing the Anatomy lab for a session please contact Jen Mark at Jennifer.mark@ucf.edu
- For inquiries about hosting an event, a tour or utilizing the CSSC please contact Rhonda Anderson-Robinson at Rhonda.Anderson-Robinson@ucf.edu or Ryan Bell at Ryan.Bell@ucf.edu
- Please CC a member from the Student Services Team on your request so we are aware of your event – We will get asked about it 😊

Group Responsibility

- You are responsible for room cleanliness and damages
 - Including but not limited to: trash removal, cleanup of unauthorized decorations, moving of furniture, etc.
 - Any student organization can be held responsible for its actions or the actions of one or more of its members and event attendees
 - Disciplinary action may be taken against any group members or group on behalf of non-COM attendees
 - In some instances, the conduct of a single member or attendee may provide sufficient grounds for action against the entire organization. Please follow the policies and rules 😊