

CONFERENCE TASK LIST

Date: _____

Title: _____

Professors: _____

Students/Journal: _____

Co-Organizers: _____

Sponsors: _____

All donations must be handled through Alumni Services and they will provide the contributor with tax documentation.

Total Budget _____

Logistics

Contact College Event Center (formerly SIC) for room reservation (need approx. attendance)

- Main Room
- Break out rooms
- Lunch
- Reception

Panelists

- Names and all contact information
- Send email with general conference information including travel information
- Collect Bios
- Collect articles for Symposia Issue (if a student journal is involved they may want to produce a special symposia issue)

Flight Arrangements:

Provide all traveling panelists with travel agent's contact information. Travelers should contact the agent directly or may make their own arrangements and seek reimbursement (for economy travel only).

Jenni Navas

jenni@davisvilletravel.com

Becky Broadbent

becky@davisvilltravel.com

(530) 758-4510

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Hotel Information:

Hotel AbRi
127 Ellis Street
San Francisco, CA 94102
Contact: Adam Holcomb, Sales Manager
(415) 394-0592
Email: Adam.Holcomb@MetWestTerra.com

Villa Florence Hotel
225 Powell Street
San Francisco, CA 94102
Victoria Wong, Executive Meetings Manager
(415) 617-1006
Email: vwong@villaflorence.com

Cartwright Hotel Union Square
524 Sutter St.
San Francisco, CA 94102
Contact: Jim Bruels, Director of Sales
(415) 814-6322
Email: jbruels@cartwrightunionsquare.com

The Hotel California *
580 Geary Street
San Francisco, CA 94102
Contact: Graham MacDonald Smith, General Manager
(415) 441-2700
Email: graham@hotelca.com

*Please note: This is a boutique hotel with the famous vegetarian restaurant Millennium located on lobby level of hotel.

Hotel Whitcomb*
1231 Market Street
San Francisco, CA 94103
Khaled Amir, Sales Manager
(415) 487-4464
Email: KAmr@hotelwhitcomb.com

*Please note: Proximity is advantage, but is also disadvantage.

The hotel rates will vary depending on other activities and events happening in the City. The rates can double and sometimes triple during these high volume periods. Please check the San Francisco Travel website: <http://www.sanfrancisco.travel/meeting-planners/>. Follow the link to Convention Calendars, this will provide the who, what, where and how many attendees are expected. (i.e. Salesforce's Dreamforce Conference hosts approximately 50,000 people in October making hotel rooms virtually impossible to find and/or very expensive).

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Print Work

We have a contract with the UCSF Business Center and they are equipped to provide all of the below services. Per our agreement, the Business Center reserves the first right of refusal.

- Design, printing and mailing of save the dates and/or invitations for US mail and e-mail blasts.
- Design and printing of posters, flyers, and event programs.

**The following language should be included on all print work and websites:

The University of California, Hastings College of the Law is committed to making its facilities and events accessible in compliance with the Americans with Disabilities Act. If you need reasonable accommodations, please contact the Disability Access Hotline at 415-581-4848 or DAH@uchastings.edu at least two weeks before the event.

If an outside graphic designer is contracted they must complete a vendor agreement (get from Purchasing) and a New Vendor Form, which is located on our website under AP.

Important: all print work must follow our Identity Standards Manual guidelines. This manual can be found on our Hastings website.

Publicity (SOP attached)

Registration/Fees

Registration can be set up through the Active Data Master Event calendar. However, if registration fees are being charged, contact IT (helpdesk@uchastings.edu), they will assist you in setting up the registration page through RegFox. RegFox is an outside vendor that Hastings has contracted to support events that are charging fees, as Active Data is not set up for fee collecting.

Security

Inform security of the location, date and time of your event. Also, if there are any VIP(s) scheduled to attend, if outside vendors are being used, and if alcohol will be served.

Facilities – Set Up Options

- Skirted tables for panels, food/beverage, registration and displays (if requested)
- Round tables and/or number of chairs
- Coat racks
- Podium
- Hastings banner (Alumni Center)

Media Services - Options

- PowerPoint presentations
- Event Recording (if we are recording event, all on-camera speakers must complete a release form – General Counsel's office has the form)
- Live streaming
- Microphones – panel, podium, lavalier (lapel) and standing

Catering

- Contact caterer *at least* one month prior to event.

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- Breakfast
- Coffee breaks
- Lunch
- Beverages/snacks for afternoon break
- Reception or dinner

Caterers must be on the [approved caterers'](#) list. If your preferred caterer is not on the list please contact Ellen Crosson at crossone@uchastings.edu and she can provide you/them with the information needed to be placed on the list.

** I (Roslyn) prefer the Law Café as they are on-site. Please note, they have a larger variety of items available than what is listed on their menu. I also use P'Nosh Catering quite frequently.

Panelist/Speaker Dinner

When planning an off campus dinner, you can contact me (Roslyn) or Dean Wu's office for recommendations or visit www.sfpdv.com (San Francisco's Private Dining Venues).

Please follow Hastings allowable meal rates per person when budgeting for catering and dinner:

Breakfast: \$26.00
Lunch: \$38.00
Dinner: \$64.00
Light Refreshments: \$17.00

MCLE Credit (1 credit per hour of programming)

- Fees: charging fees is strongly discouraged. However, if you decide to charge fees, please choose your wording carefully, as the State Bar does not allow us to charge for MCLE credits or certificates. We can however, charge a MCLE processing fee.
- Sign-in Sheets
- Materials (books, pamphlets, articles regarding the topic of the conference)
- Bibliography*

*The students usually handle this part if they are involved. If no student orgs/journals are involved, Vince Moyer of the Library can help gather information for the bibliography, but please give him at least 2 weeks' notice. Tom McCarthy can help with the sign in sheets.

Set up MCLE sign in at the registration table. As people are signing in remind them that they MUST sign completely in and out or we WILL NOT be able to provide them with a certificate. Assign someone to remind people as they are leaving to sign out. After the conference send the sign in sheets, conference materials, and bibliography to Tom McCarthy and he will send out the certificates which the attendees will receive approximately 2 weeks after he receives the paperwork.

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Name Tags

Panel Placards for panel table

Wi Fi Requests

Please have all guests sign in using the HastingsGuest portal.

Day of Event Assignments

- Hosting
- Registration tables (including MCLE registration and materials)
- Set up display tables (if requested)
- Day of event contact and trouble shooters
- Turn over panel placards
- Contact person for offsite vendors

Reimbursements

Out of pocket expenses are **strongly** discouraged for any conference expenses. We have accounts with vendors, that include discounts and in some cases those discounts are only given to those with special authorization to use said accounts – contact Purchasing. Also, many vendors will invoice the school which will again avoid out of pocket expenses.

The [travel reimbursement](#) and [check request](#) forms can be found on the Hastings website under Fiscal AP, along with the [new vendor form](#).

Below are the step by step instructions for panelist reimbursements:

1. Request original receipts from panelist.
2. After receiving, complete travel reimbursement form.
3. Send form via email to panelist for signature, along with the new vendor form and request the **original** forms be returned to you.
4. Submit to authorized account manager for signature.
5. Then submit the reimbursement form, with original receipts, and vendor form to Fiscal.

This process can take a few weeks so you may want to warn the traveler. Also fiscal now only cuts checks twice a month, so if you just miss the check run date, you automatically add at least two weeks to the process.

Any invoices over \$5000 require a purchase order. Please contact Purchasing for details.