

Building Operations/Facilities

Jillian Barbosa, 954-262-6287, jb1934@nova.edu

Send All Forms to: Lawastra@nova.edu



Parking Information – send to: Law-Parking@nova.edu

1. Limited parking is available for your guest speakers and VIP guests in the faculty/staff lot immediately in front of the Law School. All registered VIP guests must park in a Visitor or reserved space **except** for those that are specifically designated (i.e. Reserved for the Dean, Law Clinic Visitor's only, etc.)
2. Upon Request, parking passes can be provided for your outside attendees. Dependent on the location on campus where parking is assigned for your attendees, parking directional signs will be posted accordingly.

Audio Visual Requests

Are you requesting an AV Technician to be present at your event? Yes No (skip this section)

Lead Times required for:

1. Rooms that have in house AV equipment: Must be submitted 12-24 hours prior to the start of the event (i.e. meeting start time 2:00 p.m.; request should be submitted prior to 2:00 p.m. the day before). Note: A fixed AV room is a room already integrated with Projector, screen and sound equipment.
2. Rooms NOT equipped with AV (portable systems needed i.e. projector, laptop on a cart): Must be submitted 48 hours prior to the start of the event. Note: Portable AV equipment are utilized ONLY if a fixed video conferencing room is unavailable
3. AV requests including a non-NSU participant/location: Must be submitted 5 business days prior to the start of the event. This is to allow time to schedule a test, staff and to check equipment availability. In addition this allows any software needs are working properly prior to your meeting.

Technical support needs: Outside of normal coverage hours, off-site, or if an engineer is needed for the entire event beyond set-up and tear down. There is a charge of \$30/HR with a 4 Hour minimum. Also, please add 30 minutes each to setup and tear down for an event. (Please note: Normal coverage hours are Monday-Friday, 8:30am-5:00pm)

If yes, please provide account # or Organization Name:

Will you be using your own laptop or would you like to request an OIT laptop (PC only)?

Own laptop

OIT laptop

Equipment/Software Needed:

Projector

Screen

DVD/Blue Ray Player

TV Screen/ Monitor

Document Camera (Elmo)

Microphone

Portable Speaker System (2 speakers)

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CLE Accreditation by the Florida Bar

1. To avoid late fee submit 45 days prior to event date.
2. The Florida Bar application for accreditation: Application must be submitted by Karen Rose
3. <https://www.floridabar.org/wp-content/uploads/2017/04/cle-application-for-accreditation-fill-in-ada-re.pdf>
4. Accreditation Standards: <https://www.floridabar.org/wp-content/uploads/2017/11/BLSE-Policies-300-series.pdf>
5. The cost for accreditation is currently \$225 (this includes a FL Bar rush fee)

RSVP's

1. For events that require payment/fee a Marketplace Form will need to be completed with Karen Rose
2. For events with no fee – Please use MS Office Forms see Karen Rose
3. **A record of ALL attendees, volunteers, staff/faculty will need to be given to Karen Rose within 24 hours after event.**

Catering

1. If food is required please see Karen Rose for recommendations and explanation on how to order.

Event Day Logistics

- You should have a team ready to greet attendees at NSU Law when they arrive.
- Depending on the size of the event, you may need 3 or more people to help:
 - Minimum 2 people to check them in and direct them to the location of the event
 - Someone should be sure that the room is properly set up and all technology is in place and working properly and all food has been properly delivered.
- Be sure you have the phone and email for all contact people involved in setting the event up.

Marketing Information

Kathleen Perez, NSU Law, Director of Marketing and communications

kperez1@nova.edu, 954 262 6295, Rm L115

Marketing Collateral. *Please check all that apply*

Target Audience:

- Students
- Alumni
- Faculty/Staff
- General Public
- FL Bar Members by specialty/certification
- Other:

Requested Marketing. *Please check all that apply*

- Email Invitation
- Digital or Print Brochure or Postcard
- Post(s) on NSU College of Law Social Media
- Atrium PowerPoint Slide
- Photography
- Directional Posters
- Other

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