

Onero Events Guide Book

Onero Events Mission Statement and Guiding Principles

Mission Statement: (original) The Onero Institute is a youth-driven, nonprofit research organization that seeks to develop the next generation of leaders and foreign affairs experts by bridging the divide between young people and the professional community and by better engaging youth and the world community on international issues.

Event specific

1. The Onero Institute events team strives to foster a robust and informed community of foreign affairs experts by hosting an array of speakers, groups, and organizations to discuss meaningful and important matters in international affairs.
2. The Onero Institute events team seeks to cultivate a strong and well-informed community of foreign affairs specialists by arranging various talks, gatherings, and collaborations with speakers, groups, and organizations that aim to facilitate in-depth conversations about significant and relevant topics within the realm of international affairs.
3. The Onero Institute events team brings together the next generation of leaders and foreign affairs by cultivating thoughtful and engaging discussions and seminars to address the most pressing and evolving issues with international affairs.
4. The Onero Institute events team aims to unite the next generation of foreign affairs leaders by cultivating thought-provoking discussions and seminars that address pressing and evolving international issues.

Form

The Onero Events form request is designed to streamline the process between

Event Approval Protocol

- Once a week, provide a designated meeting time to review the forms submitted
- Do some due diligence
 - Research the organization
 - Topic connect with internal/external resources to consider possible challenges
- If approved by events team, place into doc/sheet
 - Communicate with Strategic Outreach and Virtual Engagement
- Communicate within next 48 hours with organizers to relay acceptance or denial

Space Reservations

Making a Room Reservation for a Premium Space (City View Room/Jack Morton)

1. Visit the GW Event Reservation Website [HERE](#)
2. Select “Student Organization Event Portal”
3. Sign in (if necessary)
4. Select the date and time of the requested event
 - a. Allow for 2 hours of setup/clean up
5. Fill out the form using the information provided in the form
 - a. Include the point of contact as the current Director of Events
 - b. Have charges be associated with Onero Institute’s account
 - c. Determine AV needs
6. Submit and wait for the 4 week mark before the event to hear back from POC at GW events team
 - a. Schedule meeting with
 - i. Director of Events
 - ii. Assistant Director of Events

Making a Room Reservation for Lindner Family Commons

1. Contact esiaapss@email.gwu.edu in order to reserve the space
 - a. Be sure to check the Elliott School calendar before requesting the space at the date and time
 - b. Account for 1 hour of setup and clean up

Costs Associated

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Budgeting

1. At the beginning of each semester please request a semester events budget from the treasurer
2. Create a mock budget at the beginning of the semester to determine how many (and what kind of) events Onero will be able to execute in that semester
 - a. LEAVE EMERGENCY FUNDS
3. Document all transactions in sheet
 - a. Including food/bev

EVENT MANAGEMENT

1. Plan to arrive 1-2 hours before event start to complete setup
 - a. 1 for smaller, pre-set up events
 - b. 2 for larger, high profile events
2. Establish roles and responsibilities before events
 - a. Setup
 - b. Check In
 - c. Food Pick up (if necessary)
 - d. Greeter (for VIP guests)
 - e. AV support (if necessary)
3. Event Protocol
 - a. Confirm Setup
 - i. Formal Panel Discussion
 1. 1-2 tables, gooseneck mics
 - ii. Conversation Between Experts (>2)
 1. Chairs angled towards other speakers/audience, lapel mics
 - iii. Fireside Chat Style (<2)
 1. 2 wooden chairs with coffee table in between, lapel mics
 - iv. Q&A
 1. Handheld Mics
 - b. Setup Check in table
 - i. Close to entrance
 - c. VIP Guest Arrival (if applicable)
 - i. Meet in lobby
 - ii. At least 2 Onero senior members (of rank)
 - iii. Offer them refreshments
 - iv. Capture candid photography with members
4. 15 minutes before event starts
 - a. Reconfirm AV set up
 - b. Ensure food/bev is appropriately planned
 - c. Check AC/temp with space contact
 - d. Ensure all VIP guests/diplomats are seated appropriately (if applicable)
5. During Event
 - a. PLEASE try to adhere as close as possible to run of show
 - i. *many of these people have very busy schedules and families so please be respectful of their time, even if one or two important guests have not yet arrived
 - b. Doors close permanently 10 MINUTES after the start, no late entry after that

- c. Prohibit canned drinks/loud snacks from being opened after the start of the programming
 - d. Allow 30-45 minutes for networking and food/bev post event
6. Post Event
- a. (If applicable) Release food and bev just after closing remarks (keep in kitchen)
 - b. Take final photos
 - i. Just speakers
 - ii. Speakers + onero involved team members
 - iii. Speakers + onero leadership
 - iv. Speakers + whoever else?
 - c. After networking, ensure clean up
 - i. Trash
 - ii. Recycling
 - iii. Spills
 - iv. Excess food/drink is donated or saved for next event
 - d. THANK SPACE MANAGER!

POST EVENT COMMUNICATIONS

This section requires close work with the strategic outreach team!

1. Provide the contact info of attendees (use sheet to determine) to Strategic Outreach
2. Send a personalized “thank you” to the speakers and a general thank you to attendees
 - a. Add to mailing list

To Doist

How to Use Asana:

1. Add Events team members with their Onero-associated emails
2. Add Tasks
 - a. Assign by typing the name of the member
 - b. Add Due Date
 - c. Put instructions in the “description” are
 - i. Add additional details in the “comment” section

Onero Atlas Events

Instructions can be found here: [📄 Step-by-step How to Add Onero Events on Atlas](#)

QR Codes

1. If uou want to use Onero's branding/network
2. Check in instructions in email day before and paper sign at table

Best Practices

- GRATITUDE ALWAYS
 - ensure to thank
 - Space managers
 - Space staff
 - Janitors
 - Office staff
 - Volunteers
 - Send personalized email and thank them for all of their assistance and support
 - Event partners and speakers
 - Attach pictures/LinkedIn posts/other SM