

## IS IT AN EVENT?

We know that there are lots of ways to gather together but not all gatherings are events so we put together this FAQ to help you figure out if this is an event or not!

**Q: I want to have a meeting with faculty colleagues and maybe one scholar from another university to review my manuscript. How do I reserve a space?**

A: This is a meeting and should go through the [space.gallatin.nyu.edu](https://space.gallatin.nyu.edu). If you have not setup an account on space.gallatin.nyu.edu yet, please fill out the [faculty space reservation account request form](#). If you need support such as paying speakers or ordering food and you have a budget you should be in touch with Faculty Services.

**Q: I am part of a faculty working group and we meet regularly. Once per semester we have a speaker and invite outside guests. How do I get support for this?**

A: Faculty Services provides administrative support for Gallatin Faculty Working Groups.

**Q: I want to hold a series of information sessions for my area. Do I request this through the Events office?**

A: No, this is a room reservation and should go through the [space.gallatin.nyu.edu](https://space.gallatin.nyu.edu). If you have questions about your reservation, please contact Faculty Services.

**Q: I will be conducting workshops via Zoom. Do I need to go through the event proposal process?**

A: No, you should feel free to schedule them as you see fit and host the workshops yourself. If you need a bit of training on zoom the events office is happy to give you a tutorial. If you are concerned this might be taking place at the same time as another event or meeting, get in touch with the [events.gallatin@nyu.edu](mailto:events.gallatin@nyu.edu) so they can check other calendars for you.

**Q: I'm pretty good on Zoom but I expect this workshop/meeting/info session to be very well attended and I might need some technical assistance letting people in from the waiting room and muting people. How can I find support for this?**

A: A staff member in your area should be able to log on and assist with this. If you have any difficulties finding support reach out to the [events.gallatin@nyu.edu](mailto:events.gallatin@nyu.edu) and they will help you find a solution!

**Q: My class is doing group projects that require rehearsal space. How should I go about obtaining a room?**

A: Faculty Services can help you with that!

**Q: I invited a guest speaker to my class and would like to open their talk up to the wider community. How would I go about this?**

A: First, please submit your [guest lecturer](#) request and await approval. Then, you should be in touch with Faculty Services who will determine your needs and look into options.

**Q: I want my workshop/ info session/ working group meeting to be listed on the Gallatin Eblast/Gallatin Event Calendar/Gallatin Social Media, is this still possible?**

A: It sure is. Contact [gallatin.communications@nyu.edu](mailto:gallatin.communications@nyu.edu) to see what they need from you in order to make this happen.

**Q: So my workshop isn't an event, but I still need help: making a poster, ordering catering, making a reservation for dinner, etc. What do I do?**

A: [events.gallatin@nyu.edu](mailto:events.gallatin@nyu.edu) can help you find the right resources and point you in the right direction.

**Q: I am still not sure if what I want to do is an event or not. What should I do?**

A: Get in touch with [events.gallatin@nyu.edu](mailto:events.gallatin@nyu.edu) and they will help you find your way!