

DUKE LAW SPECIAL EVENT AND MEETING POLICIES AND PROCEDURES

1. TYPE OF EVENT

- A. For purposes of these policies, “special events” are distinguished from “routine meetings.” Special events are any meetings, lectures, seminars, conferences, etc., that:
- are scheduled to take place the Law School’s classrooms, Loggias, Noble Plaza, Alumnae Courtyard, Beber Gardens, Burdman Lounge, or [Star Commons](#), and involve [outside speakers](#), outside guests, [catering service](#) or will have food served, audio visual needs, [housekeeping needs](#), or [parking needs](#).

If your function qualifies as a special event, GroupWise appointments will not be accepted as a proper method of reserving the above locations. **A Special Event Request form must be submitted in order to reserve space if any of the above criteria apply.*

- B. Routine meetings are gatherings that do not involve any of the venue locations and/or special needs listed above.

**GroupWise appointments will be accepted for routine meetings.*

2. RESERVING SPECIAL EVENT AND MEETING SPACE

- A. Scheduled classes take priority over any special events and/or meetings. It is the policy of the Events Office to *not* ask faculty to move classes to accommodate an event, except in highly unusual circumstances.
- B. All reservations for classroom space during regular teaching hours are considered tentative until the Registrar’s Office makes final room adjustments for classes after the drop/add period each semester. If the requested event location is unavailable, the Events Office will work with the involved parties to coordinate comparable space.
- C. For routine meetings, faculty and staff may reserve space using Groupwise. Students may use the [schedule a meeting link](#) on the [Duke Law event planning web site](#).
- D. For special events, in an effort to maximize the benefit to the community of the hundreds of Law School events scheduled each year and ensure adequate support from the Events Office and other departments, members of the Law School community must typically propose special events according to the following schedule and the other procedures set forth below:
- For conferences, symposia, or other multi-session events requiring complex arrangements, proposals must be submitted at least 90 days in advance;
 - For lectures, guest speakers, and social events involving more simple arrangements, proposals must be submitted at least 30 days in advance.;

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- iii. Requests for special events that fall outside the above categories or the stated deadlines for submission will be considered on a case-by-case basis, with particular consideration given to the items outlined in paragraph 3(B) below.

3. REQUESTS FOR SPECIAL EVENTS

- A. Members of the Law School Community planning a special event must submit a completed [special event request form](#) according to the submission timing guidelines listed above. Requests will be considered by the Events Office and responded to within one (1) business day.
- B. Although the Law School does not limit the number of special events it allows, to further maximize the benefit of the special events to the Law School community and to ensure adequate support from the Events Office and other supporting departments, consideration will be given in the request process to the number of events requested for a particular day or week, the potential overlap in target audience, the availability of alternative dates for the events, and other factors related to the events' viability on the requested date. At times, as a result of this process, requested special event and/or meeting dates will need to be reconsidered. On such occasions, the Events Office will work with the person(s) or group organizing the event to find a suitable alternative date, time, and location.