



# Today's Agenda

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# Recap of Data Gathering process

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Why gather data?

- f* Transparency about events
- f* Reduce risk
- f* Utilization statistics

What are some critical terms to remember ?

- f* Public spaces – Mitchell Center, conference rooms and etc.
- f* Private space – Labs, storage, offices and etc.
- f* Virtual EMS – how to request space. Currently the reservation method for the Student Center
- f* Web Forms – spaces that have more detailed specifications

# EMS Implementation – Updated Overview

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Happening now! – Data Gathering, updating  
Special Events website

During May – Build system , 10-15 hours of training  
for core implementation team

June 20 -22– Mandatory Administrator Training

What you

# Special Events Website – Editing Recap

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- f* Key definitions organized by categories
- f* Two new blogs are being written
- f* Reception checklist created by Rachael with support from Frances
- f* Run/Walk checklist created by Kori
- f* Updated promotions guide
- f* Venue policies will be included
- f* Camps, conferences and special events policy is being updated



