



BUFFETT INSTITUTE FOR GLOBAL STUDIES

2017-2018 Handbook for Affiliate Groups of the Buffett Institute

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Northwestern

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I. Welcome from the Director

I am pleased to welcome you as an affiliated group of the Buffett Institute for Global Studies. Our research and working groups include distinguished Northwestern faculty from more than thirty departments throughout all the schools. We are honored to count you among our dedicated community of scholars, teachers, and practitioners.

The purpose of this handbook is to provide you with pertinent information for the effective functioning of your affiliated group as you contribute to the Buffett Institute's mission of collaborative interdisciplinary research, public dialogue, and engaged scholarship around crucial global issues.

Please take some time to review this handbook and the associated University guidelines.

Thank you for your participation. I look forward to a successful year together!

Bruce G. Carruthers

Director of the Buffett Institute for Global Studies

Email: b-carruthers@northwestern.edu

Phone: 847-467-1970

II. General Expectations of Affiliated Groups

A. Hire Group Support

Affiliated groups are required to hire and pay for at least one support person (can be a graduate student or existing department staff member) to provide support for activities throughout the year. The support person is expected to handle event logistics; maintain the group's website and PlanIt Purple feed; collect and deliver financial documentation (receipts and supporting documents) for financial and other transactions; and assist with research activities. Faculty leaders are responsible for recruiting and supervising the support person.

Regardless of who assists the group, the business team needs to be informed **immediately** when the commitment to hire is made to ensure timely payment.

Paying Graduate Assistants:

Please use one of the following options to pay your graduate assistant:

1) KRONOS – the student enters hours daily, and then both the student and the faculty supervisor approve each bi-weekly pay period. Contact Jill Ware at jillian.ware@northwestern.edu to set this up.

2) MONTHLY STIPEND – the faculty supervisor and the student determine a fair monthly rate for the year based on the estimated hours the student will work. Send Jill Ware the start date, end date, and monthly payment amount.

Paying Staff:

Faculty leaders may choose to employ existing Northwestern staff to provide assistance, but please be prepared to pay that person time and a half.

1) NON-EXEMPT: staff member enters daily hours into Kronos using the group's chart string and both student and their assigned departmental supervisor approve each bi-weekly pay period.

2) EXEMPT: with prior approval from HR and home department, an additional pay form will be processed (number of submissions determined as necessary).

Training:

Twice a year, the Buffett Institute will offer an administrative training session to review pertinent policies and procedures with the graduate assistants. Faculty may also attend. The next training date will be sent to graduate assistants in early fall and scheduled in the Buffett conference room.

Please note that if your support person is unable to complete tasks or vacates the position, it is the responsibility of the faculty supervisor to replace them or execute incomplete and pending tasks.

B. Acknowledge Buffett Institute Support in Publicity Materials and Publications

Groups must acknowledge the Buffett Institute for Global Studies (and other applicable funding sources such as the Keyman Family Modern Turkish Studies Program, the Crown Family Fund for Middle East Studies, etc.) in all publicity materials, conferences, and publications. Future funding is contingent upon proper recognition of the Buffett Institute's support.

Groups are *not* permitted to use Roberta Buffett's name on any activities, awards, or events. Please see the [style guide](#), found on our website, for more details.

C. Use Funds Appropriately and Within Approved Budget

Each fiscal year, groups are allocated a budget within a unique chart string to cover all expenses related to group activity. It is imperative that groups stay within their allotted budget. It is expected that funds only be used for legitimate research and business purposes and all NU policies and procedures related to expenses (expense reports, invoices, reimbursement, honorariums, etc.), timing (within 90 days) and documentation are followed.

Please monitor your spending accordingly on an ongoing basis (the Business Office will send monthly updates) to ensure that you are staying within your budget. The Business Office can also meet with each group, as needed, to discuss financial standing and options. If you find you are getting close to depleting your funds, you must reach out to Bruce Carruthers for approval to spend next year's budget (if applicable). Once funds are depleted, the Business Office will freeze all spending, so please forward Bruce's approval immediately upon receipt.

****Group-sponsored Awards, Scholarships, Fellowships, & Co-sponsorships****

Groups are not allowed to re-allocate or re-grant Buffett money to a third party without our prior and explicit approval. This includes giving scholarship money to students, supporting other organized events, giving out prizes, etc. Since the Buffett Institute provides abundant funding opportunities across campus, we want to avoid double-dipping by applicants or the potential misuse of funds. Please reach out to Jill Ware with any questions.

After the annual reports are submitted in May (see below), funding renewal letters will be sent to group leaders before the start of the new fiscal year.

Financial resources are available here: <http://buffett.northwestern.edu/resources/finance-admin/>.

D. Submit an Annual Report

All groups must complete an annual progress report. Buffett staff will review the report and incorporate it into a comprehensive document for the Office for Research. Please see the "Appendix of Resources" section for the report questionnaire. The report will also determine the group's eligibility for renewed and/or additional funding opportunities for the following fiscal year.

The deadline to submit the completed annual progress report is **May 15, 2018**.

E. Appoint a Faculty Liaison and Maintain a Group Roster

Groups must nominate a faculty liaison to serve as the primary point of contact between the group and Buffett Institute staff. The faculty liaison must also submit a yearly roster of members to the Institute as part of the annual report.

F. Notify Institute Staff to Reserve the Buffett Institute Conference Room

Please contact Jeff Cernucan at j-cernucan@northwestern.edu or 847-467-2770 to reserve space in the Buffett Institute's conference room for regular group meetings or special events. Space fills up quickly.

Buffett also maintains space and conference rooms in the first and third floors of 1800 Sherman.

G. Utilize Northwestern IT for Technical Support and PlusOneAV for AV Support

Groups must contact Northwestern IT with technological issues. Answers to commonly asked questions are found on Northwestern IT's website under "IT Knowledge Base." Buffett Institute staff will not assist groups with setting up a Net ID for visitors, trouble-shooting presentations, etc.

Groups should arrange AV Support through PlusOneAV. See "AV Support" section for more information.

H. Coordinate with Academic Units on Campus

Groups are required to work with and gain approval from the appropriate academic unit(s) on campus to create a new course or certificate related to their research area.

Additionally, post-doctoral fellowship and visiting professor appointments require the relevant academic unit's prior authorization to teach. For more information, please contact Ariel Schwartz at ariel.schwartz@northwestern.edu.

III. Administrative Procedures, Policies, and Recommendations

A. Event Planning Guidelines

***The group's graduate assistant or staff support member is responsible for handling all event logistics. All event costs will come out of the group's chart string. ***

Before selecting the date of your event, especially an event intended for a large audience, please check the [Buffett Institute Event Coordination Spreadsheet](#) for conflicts. If you would like to add your event to the spreadsheet to "reserve" a date/time, please email j-cernucan@northwestern.edu. Space fills up quickly.

Checking the Northwestern calendar (planitpurple.northwestern.edu) is also highly recommended to avoid scheduling your event against a high-profile speaker.

Best days:

- Tuesdays, Wednesdays, and Thursdays have historically higher attendance than other days for individual talks.

Best times:

- The time of day should be decided based on the audience you are hoping to attract. Faculty and graduate students strongly prefer 12 p.m. or 4 p.m., while undergraduates and the general public want 6 p.m. or 7 p.m. A mismatch between time and audience often results in low attendance. People will expect food at a noon event.

Times to avoid:

- Fridays, 12 to 1 p.m.: are reserved for the Buffett Institute Faculty & Fellows Colloquium. Groups may not schedule events at this time, except for all-day conferences.
- Mondays, 12 to 1:30 p.m.: events on Middle East topics should be avoided, as MENA holds a weekly speaker series at this time.
- Wednesdays, 12 to 1:30 p.m.: events on Latin America and Africa should be avoided, as LACS

and PAS hold weekly series.

When planning large, high-profile conferences, workshops, or other events, we **strongly** recommend that you first reach out to Jeff Cernucan to establish an event logistics timeline tailored to your needs.

B. Travel and Accommodations

Flights:

Book all flights through IntraWorld Travel at least **two months** before the event.

Make sure to indicate that the flight should be billed to the Buffett Institute. As the authorized purchaser, Jeff Cernucan (j-cernucan@northwestern.edu) should be copied in on the initial request.

Contact Ajay Gidwani (ajaydg@aol.com) with the below required information from visitors:

- Full name as it appears on passport
- Birthdate
- Departure city
- Date (and preferred time) of arrival in Chicago:
- Date (and preferred time) of departure from Chicago:
- Preferred airline & frequent flyer number (if any):

After receiving this information, the travel agent will send a tentative itinerary for approval.

After the visitor confirms the flight, direct the travel agent to contact Jeff Cernucan at j-cernucan@northwestern.edu for payment information. The final confirmation will be sent to the organizer and to the Buffett Institute after the payment is processed.

**Note:* visitors are not allowed to book their own flights. All flight bookings must be done through IntraWorld Travel.

Ground Transportation:

Visitors may use any taxi or app-based transportation service of their choosing to travel to and from the airport. Other acceptable forms of public transportation include trains, buses, and personal automobiles. Limousines and black car services are not allowed.

Groups may determine when it is appropriate to cover ground transportation costs for guests. For example, visiting graduate students may be asked to personally cover the cost of a bus or train ticket to attend an event on campus.

Visitors must keep all transportation-related receipts. Original or electronic receipts are acceptable documentation for reimbursement; reimbursement will not be made without either of these. Please see the “Reimbursements” section for more details.

Hotel Reservations:

Block off hotel rooms as soon as the date of the event or conference is confirmed. The best practice is to include an extra day or two in the reservation to provide flexibility for guests to extend their visit. For example, reserve three or four hotel nights for a two-day conference. Under normal circumstances, guests

are expected to cover the cost of additional nights.

Recommended Evanston hotels:

- Hilton Orrington: ordoe-reservations@hilton.com
- The Homestead: office@thehomestead.net
- Hilton Garden Inn: hiltongardeninn@res.hilton.com

Note:* When reserving rooms through email, make sure to indicate that the rooms should be billed to the Buffett Institute using the Northwestern University rate. **As authorized purchasers, Jill Ware (jillian.ware@northwestern.edu) and Jeff Cernucan (j-cernucan@northwestern.edu) should be copied in on all reservation requests.

**Hotel contracts:* When placing a group reservation, hotel contracts must be sent to Jeff Cernucan to obtain approval from the Office for Research. Under no circumstances should graduate assistants or faculty members sign contracts.

Individual reservation email example:

To whom it may concern,

I would like to reserve a room for John Smith. He will be arriving on October 12 and departing on October 14.

This should be billed to the Buffett Institute at the Northwestern University rate. Jill Ware and Jeff Cernucan (copied) are the authorized purchasers and should confirm the reservation.

Conference reservation email example:

To whom it may concern,

I would like to block off 18 rooms for an upcoming Northwestern University conference. The date of arrival is June 20 and the date of departure is June 23.

The guest list will be sent at a later date. These reservations should be billed using the Northwestern University rate to the Buffett Institute. Jill Ware and Jeff Cernucan (copied) are the authorized purchasers and should confirm the reservation.

C. Catering Orders and Set Menu Dinners

Direct Bill:

We recommend that you use NU-approved (direct bill) caterers. These restaurants can invoice Northwestern directly with no reimbursement required.

**Note:* when placing an order from an NU approved caterer, you should mention that you are from Northwestern University and will be paying via check (NU's direct bill system) and will require an invoice for payment. Depending on the restaurant, the invoice may be a physical or electronic copy, and it should be given to Kuani White (s-white@northwestern.edu) for processing.

Buffett's recommendations for NU direct bill caterers:

- Food for Thought: foodforthought-chicago.com
- Pita Inn: pita-inn.com
- Bandou Senegalese: badousenegalesecuisine.com/
- Mt. Everest: mteverestrestaurant.com/
- Lulu's: lulusevanston.com/
- Taco Diablo: tacodiablo.com/
- Taste of Peru: tasteofperu.com/

Private Lunches:

When choosing to use restaurants, caterers, or grocery stores that do **not** direct bill to Northwestern, you will need to:

- 1) Provide a tax-exempt form to the establishment, as tax is not reimbursable. Contact Iszy Licht (iszy.licht@northwestern.edu) to obtain a [tax-exempt form](#).
- 2) Charge the expense to the organizer's credit card, and **obtain an itemized receipt** for reimbursement after the event.

See "Reimbursement" section below for more information.

Restaurant contracts:* when placing a group reservation, restaurants may send a contract to secure the room. All contracts **must be sent to Jeff Cernucan to obtain approval from the Office for Research. Under no circumstances should graduate assistants or faculty members sign contracts.

Buffett recommended venues for private lunches:

- Farmhouse Evanston: farmhouseevanston.com/
- Found Kitchen: foundkitchen.com/
- Mt. Everest: mteverestrestaurant.com
- Koi Evanston: koievanston.com

Beverages:

Non-alcoholic: Make sure to include sodas and water for your attendees when placing catering orders for events hosted outside of the Buffett Institute.

Alcoholic: Northwestern University does not purchase liquor liability insurance because it is not in the business of serving alcohol. As a result, the University's policy is that at any University-sponsored event, alcohol must be served by a licensed pourer (caterer or bartender) who carries liquor liability insurance that adequately protects the University. This includes wine, beer, and any other beverages containing alcohol.

Set Menu Dinners:

Some restaurants offer a menu specific to Northwestern. It is preferred that these options (see list below) be used to ensure compliance with the Northwestern's maximum dinner allowance of \$65 per person.

The NU menu is \$65/person and generally includes appetizers, drinks (often includes wine), the main course, and gratuity. The expense is tax-free. When placing the reservation, be sure to indicate that you

would like to use the NU menu.

Payment: Most fixed menu establishments can bill Buffett directly. In the case that the restaurant does not offer direct bill, the organizer or the most senior person in the group should be prepared to pay for the entire dinner bill. The **original** receipt must be **itemized** in order to claim reimbursement.

**Note:* gratuity is already included in the \$65 price. DO NOT provide additional gratuity, as that would put you in violation of NU's policy. You will not be reimbursed for any amount over \$65 per person.

Buffett recommendations for current fixed menu establishments:

- Stained Glass (thestainedglass.com)
- Farmhouse Evanston (farmhouseevanston.com)
- Bistro Bordeaux (lebistrobordeaux.com)
- The Barn (thebarnevanston.com/)
- Hearth Restaurant (hearthrestaurant.net/)
- Found Kitchen (foundkitchen.com)
- Boltwood (boltwoodevanston.com/)

You can also use restaurants that don't offer the NU menu, but you run the risk of exceeding the limit of \$65/person, and you will not be reimbursed for the extra amount. Additionally, a tax-exempt form must be used, as tax is not reimbursable. Contact Iszy Licht (iszy.licht@northwestern.edu) to obtain a tax-exempt form. Reimbursements will not be made without original, itemized receipts.

D. Venue & AV Support

Venue:

Space on campus fills up quickly, so please make your reservation as soon as your event date is confirmed. Please see the list of recommended rooms below, and also see the appendix section for additional space reservation contacts on the Evanston and Chicago campuses.

AV Support:

Most venues on campus do not provide dedicated AV staff support for events. As a best practice, we **strongly** recommend hiring an AV technician to staff events.

Buffett works exclusively with PlusOneAV to provide AV support for all events and conferences.

PlusOneAV Pricing:

- Lectures or "half-day" events, less than 5 hours: \$275
- Conferences or "full-day" events, longer than 5 hours: \$550

Reach out to Jeff Cernucan to assess needs and/or arrange AV Support.

Recommended Evanston Campus Rooms:

Scott Hall, Guild Lounge:

- Contact: Evangeline Johnson (evangeline-johnson@northwestern.edu)
- Price: \$100/day

- Capacity: up to 150 seats comfortably
- Room arrangement: handled in-house by Evangeline Johnson
- A chart string is needed to reserve the room. Please contact Jeff Cernucan for the Buffett chart string.

Scott Hall, Room 212:

- Contact: John Mocek (john.mocek@northwestern.edu)
- Price: Free
- Capacity: 30 seats available

Scott Hall, Room 201 (Ripton Room):

- Contact: John Mocek (john.mocek@northwestern.edu)
- Price: Free
- Capacity: 30 seats available and tables set up in a rectangle formation.

University Hall, Room 201 (Hagstrum Room):

- Contact: David Kuzel (d-kuzel@northwestern.edu)
- Price: Free
- Capacity: 50 seats available

Buffett Institute Conference Room:

- Contact: Jeff Cernucan (j-cernucan@northwestern.edu)
- Price: Free
- Capacity: 40 seats in the conference room, extra 5-10 can be added
- Room Arrangements: work with Jeff Cernucan

Recommended Evanston Campus Large Event Rooms:

Harris Hall, Room 107:

- The reservation must be made through the 25live reservation system.
- Price: free
- Capacity: 230
- Room Arrangements: Tiered rows, no extra seating available

McCormick Foundation Forum:

- Contact: Jonathan Love (j-love@northwestern.edu)
- Price: \$100
- Capacity: 125
- Room Arrangements: Tiered rows, no additional seating available

E. Purchasing and Invoices:

Purchasing:

When purchasing supplies, food, beverages, books, equipment, meeting materials, printing materials, etc. for your group, please first reach out to Kuani White (s-white@northwestern.edu) for assistance. The University requires most things to be purchased through iBuyNU (Northwestern's purchasing system).

When items are purchased outside of iBuyNU, Please note that tax **will not** be reimbursed under any

circumstance. Contact Iszy Licht (iszy.licht@northwestern.edu) to obtain a tax-exempt form.

Invoices:

Northwestern prefers that we pay vendors directly when possible. This can include restaurants, caterers, hotels, suppliers, printer services, and other services (e.g. bartender, music, art, etc.). In order to proceed with making a payment within 30 days of the invoice date (standard business practice), the following must be provided to Kuani White immediately after the invoice is generated/received:

- Invoice which includes the date, invoice number, billing address and business contact, description of purchase or service, dollar amount (no tax included).
- An announcement, flier, PlanIt Purple event printout, or calendar appointment **MUST** be included with the paperwork to verify the event.
- If for a meal (restaurant or caterer), please provide a list of attendees with the first name, last name, and department/affiliation of each guest who attended.
- Indicate the group name that the expense should be billed to (ex: Security Studies working group).

**Note:* if the vendor is new to NU and needs to be added to the system, additional documents will be required and will delay the payment process.

F. Honoraria

Occasionally, groups might want to offer a token payment for a distinguished guest speaker or consultant. The faculty organizer should check with Financial Assistant Kuani White at 847-497-6206 or s-white@northwestern.edu to discuss the necessary paperwork **before** offering an honorarium. There is a different process and payment method for visitors depending on their status as a US citizen.

Paying US citizens:

In most cases, a fully signed Contracted Services Form, Independent Contractor Questionnaire, W9, and Conflict of Interest form are required. Please see Kuani White for more details.

Paying non-US citizens:

Will require more extensive documentation and a lengthier processing time (may take up to 90 days) that will be determined on a case-by-case basis.

Please note that when honoraria is paid to an individual totaling \$600 or more in any calendar year, the IRS requires the University to issue a 1099 tax form to the individual.

G. Reimbursements

**Note:* processing and payment could take up to 60 days or up to 90 days during peak times (fall and spring quarters).

Kuani White will process expense reports but the graduate assistant or staff support is responsible for collecting and submitting all the necessary paperwork and receipts. Expenses must be within the University's Travel and Entertainment Policy [guidelines](#), and must be submitted for reimbursement within seven days of the expense date. Furthermore, visitors, faculty, students, and staff must personally

sign all relevant documents.

All original, itemized receipts MUST be included in the reimbursement and should not include tax. Please refer to the [tax exempt policy](#).

For group meals, please list the first name, last name, and department/affiliation of each guest who attended. Clearly mark the name of the individual who is receiving reimbursement, and most importantly, please indicate the group name that the expense should be billed to (ex: Security Studies working group). An announcement, flier, PlanIt Purple event printout, or calendar appointment MUST be included with the paperwork to verify the event.

If requesting mileage reimbursement, print out a copy of the roundtrip route from Google Maps (or comparable website). For online purchases, proof of payment (usually a credit card statement) MUST be included. Further resources & trainings for expense reports are located [here](#).

H. Visiting Scholars

To invite a scholar to campus, a Northwestern faculty member should work with the individual to submit his or her materials and provide an endorsement letter through the [FluidReview application system](#). The application asks for the visiting scholar's current CV and a brief description of the scholar's research. Please note that, in most cases, the Office of Research requires the scholar to maintain primary employment at another university or institution to be eligible.

Visiting scholars may be appointed for a period of up to one academic year and generally do not receive financial remuneration for the period of appointment. Housing is the sole responsibility of the visitor. The visiting scholar must remain on campus for the duration of the stay. Office space on campus is never guaranteed but may be available.

Visiting scholars will be invited to Buffett's yearly welcome event for all of its visiting scholar and postdocs. They may also be asked to contribute to or participate in Institute programming.

Please note that the preparation time for processing scholars is at least six months for international visitors and two months for domestic visitors. Consider this timing when submitting an application. For questions about visa determination and processes, particularly for H-1B visas, please call or Ariel Schwartz (ariel.schwartz@northwestern.edu).

The visitor will work with Ariel Schwartz to complete the application process. This includes the following steps:

- Work with the Office of Research, which approves the visitor's appointment.
- Work with the Risk Management Office, which approves the visitor's insurance.
- Work with the International Office, which consults on visas and prepares or approves relevant materials.

Once the above steps are complete, the visiting scholar will receive an official letter of invitation from the Buffett Institute director.

Visiting scholars must comport themselves in accordance with the University's Standards for Business Conduct and all other relevant policies and guidelines. All appointments are subject to periodic review, and the Institute retains the right to terminate an appointment at will.

I. Communication Support

In an effort to better inform and support our groups, the communication team has created a digital resource for your communication needs.

Visit <http://buffett.northwestern.edu/resources/communication/> to download Buffett Institute logo-lockups, learn how Buffett can support your scholarship and research, schedule a time to work on your mini-site during office hours, and more.

Web presence:

Your group's web presence includes:

- **Mini-site:** All groups must have a mini site on the Buffett Institute's website. The Buffett Institute will create it; your graduate assistant or department staff member will be responsible for maintaining it thereafter. To see examples of group sites, please visit: buffett.northwestern.edu/programs
- **PlanIt Purple:** The Buffett Institute and its affiliated groups use PlanIt Purple, the University's official calendar system, for publishing and publicizing events. It is the only way that events can be promoted on Buffett's website.
- **Listserv:** Groups use an NU listserv to communicate with members.

Mini-Site Setup Checklist:

Buffett Institute staff will create a mini-site for each group. The process can take 2 to 8 weeks, depending on the complexity of the site and the volume of concurrent requests.

To expedite the process, please send holly.worthy@northwestern.edu the following information:

- Name, netID, and contact information of the graduate/program assistant(s) for the group.* Buffett Institute staff will set up a training session for the content management software (CMS) that is used to update the website.
- List of the types of pages.* Typical pages include: About, Events/Workshops (unless otherwise discussed, we will embed a PlanIt Purple calendar), Faculty/Participants, etc.
- Text for these pages.* Text should be formatted in short paragraphs and bullet points when possible. For more tips, review the guide for writing for the web: buffett.northwestern.edu/resources.
- *Note:* The Buffett Institute communication team is experienced in writing for the web and may edit your text for clarity and brevity.
- A high-quality image* (1024 x 334 pixels) that will be featured on your group's homepage. Although finding a good image can be difficult, it's the first thing a user will see when they visit your page.

PlanIt Purple Event Calendar:

The Buffett Institute and its affiliated groups use PlanIt Purple, the University's official calendar system, for publishing and publicizing events. Workshops, speakers, and presentations are good candidates to list

on PlanIt Purple. *It is also the only way that events can be added to the Buffett website calendar.*

- Contact holly.worthy@northwestern.edu to set up the calendar. Include the netIDs of all who will be adding and editing event information.

Please note that the Buffett Institute will also have administrative access.

Listserv:

Groups use an NU listserv to communicate with members.

- Contact Holly Worthy (holly.worthy@northwestern.edu) to set up the listserv for the group and include the emails of all graduate assistants and faculty who will be sending emails to the group.

After the initial set up, the group's graduate assistant will be responsible for sending emails and managing users. How-to documentation is available at: it.northwestern.edu/listserv

Social Media:

Please contact Holly Worthy, who manages the Buffett Institute's social media, before starting any social media presence for your group.

Social media requires a plan and considerable time commitment. Launching social media accounts without a long-term strategy will result in feeds that are outdated and may make the group appear defunct. The group will need to decide what kind of content it will be posting, how the content will be created or sourced, how often it will be updated, who will post, how to build an audience, etc.

See the FAQs below and contact Holly to learn how Buffett's well-established social media can be used to help your group.

Frequently Asked Questions:

Can Buffett publicize my events through the Buffett Institute listserv?

The Buffett Institute does not use a listserv. Instead, we use social media and a widely read weekly email digest to spread the word about our affiliated events. Groups should focus on building their own listservs.

How do I get my event listed in Buffett's weekly events digest?

Please contact michael-bacos@northwestern.edu to have your event added to our website. Public events are included in the weekly digest at the discretion of the communications team—the more advance notice, the better. The email is sent on Fridays; the list of included events is chosen no later than Tuesday. However, all public events hosted by our affiliated groups can be found on our website, which is linked from the digest.

How can I get my event listed on the Buffett website?

In order to list your event to our website, it must have a listing on your group's PlanIt Purple—this is a technical requirement because our website calendar feeds directly from PlanIt Purple. Once you have a PlanIt Purple listing, email michael-bacos@northwestern.edu to add your event to Buffett's PlanIt Purple calendar.

Can Buffett publicize my event on its social media channels?

Due to the high volume of events and programs that we organize and cosponsor each week, these requests are considered on a case-by-case basis. Please email social media requests to holly.worthy@northwestern.edu at least 10 days in advance of your event.

Can Buffett make a poster or flyer for my event?

Your graduate assistant is responsible for making a poster or flyer for your event, if you choose to use one. This, along with any other promotional material for events you organize or cosponsor, must include your group's logo-lockup, which is provided for you by the Buffett Institute communications team. Contact Laura Hayes (laura.hayes@northwestern.edu) with any questions.

Please visit <http://buffett.northwestern.edu/resources/communication/branding/> to learn more about the Buffett Institute's branding guidelines. The full NU branding guides are available at northwestern.edu/brand.

J. Fundraising

Groups are encouraged to actively seek out external funding to augment the seed money awarded by the Buffett Institute. This could come from grants, gifts, corporate sponsorship, or other sources.

The University has dedicated staff available to help faculty members prepare grants and proposals. Please note that preparing a submission can be a lengthy process so start early.

Contacts:

Alumni Relations and Development

ARD nurtures lifelong, mutually beneficial relationships with alumni, parents, friends, and organizations that result in volunteer engagement and philanthropic support.

Michael Kelley

Director of Development, University Research
847.467.2335
mhkelley@northwestern.edu

Office of Foundation Relations (under Alumni Relations and Development)

OFR works with Northwestern faculty and administrators across all schools and units who seek funding from private foundations.

Susan Dauber

Senior Associate Director
Phone: 847.467.5046
susan.dauber@northwestern.edu

Corporate Engagement (under Alumni Relations and Development)

This office helps companies partner with Northwestern to recruit student interns, pursue research projects with faculty, or establish a presence on campus through a dedicated scholarship, award, or conference.

Jim Bray

Director

Phone: 847-491-3371
j-bray@northwestern.edu

Office of Research Development (under the Office for Research)

ORD is focused on securing federal funding opportunities for interdisciplinary programs and projects.

Karen Cielo
Associate Director
Phone: 847.467.0043
k-cielo@northwestern.edu

**Note:* If your group is in contact with a Northwestern alum, funding organization, or other potential source of support - please notify Katherine Hapeman at katherine.hapeman@northwestern.edu or 847-467-1152.

Training:

Once a year, the Buffett Institute will partner with these offices to provide an introductory training session on securing external funding for interested faculty and support staff.

Affiliated Group Fundraising:

In some cases, faculty-led groups may meet the criteria to lead their own dedicated fundraising drive with assistance from ARD staff. Please see the [Affiliated Group Fundraising Guidelines](#) for more information.

Affiliated group fundraising requests should be directed to the Office of Alumni Relations and Development through their online form, “Affiliated Group Fundraising and Service Request,” at least *six* weeks prior to the proposed project. The form is searchable online and linked in the Appendix section of this handbook.

K. Institutional Review Board (IRB) Approval

If you are not sure if your research activity meets the definition of human research you can use this worksheet to assist in your decision making: HRP-310 WORKSHEET Human Research Determination (<https://irb.northwestern.edu/templates-forms/templates-forms-sops>). If you still are not certain whether your activity is Human Research, or you would like for the IRB Office to make that determination for you and provide you with documentation of that determination, complete the Human Research Determination Form (HRP-503) (<https://irb.northwestern.edu/templates-forms/templates-forms-sops>).

Human Research Determination Form (HRP-503): This document is intended for use for those studies that do not meet the definition of human subjects research. Upload this document in the protocol section of the eIRB+ study application.

If your project is human research, please see (<https://irb.northwestern.edu/process/new-study/requirements>) for guidance on how to submit your project.

If you need assistance, the IRB office is located in Chambers Hall, 600 Foster St., Evanston, on the second floor. There are drop-in hours on Monday’s and Thursday’s from 2 p.m. – 4 p.m., or you can call the office to make an appointment.

IV. Buffett Institute Staff Contact Information

Mailing Address:

Buffett Institute for Global Studies
1902 Sheridan Road
Evanston, IL 60208

- Phone: 847-467-2770
- Fax: 847-467-1996
- Email: buffettinstitute@northwestern.edu

Additional Buffett Office Spaces:

- Suite 1-200 in 1800 Sherman
 - Buffett business team, GESI, Keyman Modern Turkish Studies, GlobeMed
- Suite 3-300 in 1800 Sherman
 - Buffett and Keyman postdocs and visiting scholars
- 620 Library Place
 - PAS, ISITA, CFMS
- Lower level of Scott Hall
 - Global Poverty Research Lab

Websites & Social Media:

- Buffett Institute website: buffett.northwestern.edu
- Facebook: facebook.com/buffettinstitute
- Twitter handle: @BuffettInst
- Instagram: instagram.com/buffettinstitute
- Global Engagement Studies Institute (GESI) website: gesi.northwestern.edu

Staff Contacts:

If you have any questions beyond what is covered in this handbook, please refer to the following contact information:

- Event logistics – **Jeff Cernucan** at 847-467-2770 or j-cernucan@northwestern.edu (1902 Sheridan)
- Event promotion via email marketing and PlanIt Purple – **Michael Bacos** - michael-bacos@northwestern.edu (1902 Sheridan)
- Expense reimbursements or graduate assistant payments - **Kuani White** at 1-847-76206 or s-white@northwestern.edu (1800 Sherman)
- Financial administration – **Jill Ware** at 1-847-491-2580 or jillian.ware@northwestern.edu and **Diana Snyder** at 847-491-5028 or d-snyder@northwestern.edu (1800 Sherman)
- Front desk – **Iszy Hirschtritt Licht** at 847-467-2770 or iszy.licht@northwestern.edu (1902)

Sheridan)

- Fundraising and general Buffett policies – **Katherine Hapeman** at 847-467-1152 or katherine.hapeman@northwestern.edu (1902 Sheridan)
- Sharing published research – **Laura Hayes** at laura.hayes@northwestern.edu. (1902 Sheridan)
- Social media or mini-site strategy – **Holly Worthy** at 847-467-5731 or holly.worthy@northwestern.edu (1902 Sheridan)
- Visiting scholars and related programming – **Ariel Schwartz** at 847- 491-4481 or ariel.schwartz@northwestern.edu (1902 Sheridan)

For general inquiries, please email buffettinstitute@northwestern.edu.

V. Appendix of Resources

A. Links and Forms

Charitable Donations & Fundraising:

- Affiliated Group Fundraising Guidelines: http://wewill.northwestern.edu/s/1479/images/gid2/editor_documents/volunteer/group_fundraising_docs/external_affiliated_group_fundraising_guidelines_v4.pdf
- Affiliated Group Fundraising Request Form: http://wewill.northwestern.edu/s/1479/images/gid282/editor_documents/volunteers/fundraising_and_information_request_form_v3.0.pdf
- Charitable Donations Policy Statement: <http://www.northwestern.edu/financial-operations/policies-procedures/policies/charitable-donations.pdf>
- Foundation Directory Online: http://files.library.northwestern.edu.turing.library.northwestern.edu/ej/restricted/no_password_pages/foundation_directory.html
- Foundation Funding Resources: <http://www.northwestern.edu/foundationrelations/finding-funders/other-resources.html>
- NU Restricted Foundations: <http://www.northwestern.edu/foundationrelations/restricted-foundations/index.html>
- Office for Sponsored Research: <https://osr.northwestern.edu/>
- Prospect Research Bookmarks: <http://www.nudevelopment.com/research/bookmark.html>

Financial Operations:

- 90 Day Rule Memo Form: <http://www.northwestern.edu/financial-operations/policies->

[procedures/forms/90- Day Memo Form and Instructions.pdf](#)

- Accounts Payable International Wire Transfer Request:
http://www.northwestern.edu/financial-operations/policies-procedures/forms/AP_intl_wire.pdf
- Accounts Payable Domestic Electronic Funds Transfer Request Form:
http://www.northwestern.edu/financial-operations/policies-procedures/forms/eft_dom.pdf
- Conflict of Interest Form (to determine if the hiring employee or event coordinator has a conflict of interest with the vendor or individual that has been hired to do services for the University): <http://www.northwestern.edu/financial-operations/policies-procedures/purchasing/conflict-of-interest-certification-statement.pdf>
- Contracted Service Form for U.S. Residents (summarizes what an individual will be paid, dates of service, and what services did he/she provide):
<http://www.northwestern.edu/financial-operations/policies-procedures/forms/contractedservices.pdf>
- Contracted Service Form for Non-Residents/Independent Contractors (summarizes what an individual will be paid, dates of service, and what services did he/she provide):
<http://www.northwestern.edu/hr/policies-forms/forms/foreign-nationals/CSFpacket.pdf>
- Direct Payment Request Form (to show name and address, amount to be paid, reason for payment for an international or domestic wire transfer):
<http://www.northwestern.edu/financial-operations/policies-procedures/forms/dpr.pdf>
- Entertainment & Courtesy Guidelines: <http://www.northwestern.edu/financial-operations/policies-procedures/policies/entertainment.pdf>
- Expense Report Tips: <http://www.cafe.northwestern.edu/resources/tips.html#expenses>
- Independent Contractor Questionnaire (ICQ) or Request for Payment to an Individual (to determine if an individual is an employee or independent contractor):
<http://www.northwestern.edu/hr/policies-forms/forms/payroll-administration/IndependentContractorQuestionnaire.pdf>
- Meals and refreshments: (see appendix e)
- Non-Resident Tax Packet (to determine the tax status for an international person who performed services within the US and will be paid):
<http://www.northwestern.edu/hr/policies-forms/forms/foreign-nationals/CSFpacket.pdf>
- Petty Cash Pay-out Form: <http://www.northwestern.edu/controller/treasury-operations/depository-services/petty-cash-form.pdf>
- Statement of Services Form (SOS) (for international visitors who did work outside the U.S. and to determine if they are a resident or non-resident for tax purposes)
<http://www.northwestern.edu/financial-operations/policies-procedures/forms/Statement-of-Services.pdf>

- Visitor's Expense Report Form (to submit travel expenses from visitors and employees for reimbursement and non-travel expenses from employees):
http://www.northwestern.edu/financial-operations/policies-procedures/forms/visitors_exp_rpt.pdf
- W-9 form (used when a vendor has to be entered into the financial system to be paid):
<http://www.northwestern.edu/procurement/policies-forms/w-9-form.html>

Northwestern University Information Technology (Northwestern IT):

- Conferencing Services: <http://www.it.northwestern.edu/conferencing/index.html>
- Net ID and Passwords: <http://www.it.northwestern.edu/netid/index.html>

Other:

- Outlook Calendar Delegation How-To: <http://www.it.northwestern.edu/collaborate/how-to/outlook-delegate-share.html>
- Global Research Opportunities: <https://globalresearchopportunities.northwestern.edu>
- Interlibrary Loan: <http://www.library.northwestern.edu/services/getting-materials/interlibrary-loan>
- Listserv How-To: www.it.northwestern.edu/listserv/
- Lynda (free library of online resources and courses):
<http://www.northwestern.edu/hr/workplace-learning/lynda/>
- NU's Library Catalogue: <http://nucats.library.northwestern.edu/>
- Visitor Parking Permits: <http://www.northwestern.edu/up/parking/permits/visitor.html>

Travel:

- Car Rentals: http://www.northwestern.edu/auxiliary-services/travel/car_rental/index.html
- Hotel Rates and Direct Billing: <http://www.northwestern.edu/auxiliary-services/travel/hotels/index.html>
- Hotel Reservation Agreement Form (to set up direct billing for hotel charges):
<http://www.northwestern.edu/auxiliary-services/secure/travel/docs/hotelreservation.pdf>
- Northwestern Travel Policy and Procedures: <http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf>
- Orbitz for Business (to book travel): <http://www.northwestern.edu/auxiliary-services/travel/make-reservation/orbitz.html>

- Travel Services Quick Reference Guide: <http://www.northwestern.edu/userservices/travel/resources/quickref.html>
- Travel Reimbursement Overview: <http://www.northwestern.edu/financial-operations/policies-procedures/travel/planningtravel.html>

B. Annual Report Questionnaire for all Buffett Institute Faculty-led Groups

The Office for Research requires all centers and institutes to submit a yearly progress report. The Buffett Institute therefore requests all faculty-led groups to complete this questionnaire for the academic year, September 2017 – May 2018.

Please return a completed copy to katherine.hapeman@northwestern.edu by the deadline of May 15, 2018. Future funding is contingent on the timely completion of this report. Thank you!

Programs, centers, and research / working groups are simply referred to as “groups” throughout the form.

1. General Overview

Provide a brief description of your group’s general purpose. This should include:

- Mission statement
- Group goals & strategic vision
- Primary activities designed to achieve said goals (examples may include collaborative research projects, building educational programs, hosting conferences, etc.)

2. People

List all affiliated members of your group, their titles, and their corresponding role(s) in the group. This includes any staff or advisory members. Please also indicate the primary leader(s) for the group.

3. Research Accomplishments

List all research activities over the past year that were made possible by the group, and how they relate to your overall goals stated above. Be sure to provide:

- Brief descriptions of any major research projects
- Any collaborative or individual publications resulting from your group’s programs and research

4. Programming Accomplishments

List all program activities for your group over the past year, and how they relate to your overall goals stated above. Be sure to provide:

- Honors and awards related to your group and its affiliated members
- Events such as symposia and colloquia for internal and external audiences
- Any other accomplishments that are covered in the “vita supplements” submitted to the college
- Any grants or additional funding proposed and/or awarded to support the group’s activities

5. Collaboration & Partnerships

List all organizations internal and external to Northwestern that collaborate with your group, and note whether any of these are ongoing. Please also include a very brief description of the nature of each partnership and its benefit to your group.

6. Engagement with Northwestern Students

Describe how your group helps provide stimulating, meaningful work for undergraduates and/or graduate students at Northwestern. Which of your group's activities include undergraduates and/or graduate student participation? Did you fund any undergraduate, graduate, or pre-/post-doctoral students? Have you created any new courses or other curricular activities?

7. Societal & Global Impact

Describe how your group provides a service to society. What kind of social and global impact do your programs and research provide? Are there stories from your group's activities that we should publicize?

8. Financial Management & Future Funding Needs

Provide a financial statement to account for how your group spent Buffett money (and other relevant funds) for the academic year. Please also provide a budget projection for the next academic year, including your plans to seek external funding, if applicable. Include a financial narrative, if helpful, to describe the group's future funding needs.

9. Self-Evaluation & Future Plans

Provide a brief explanation of your group's strengths and opportunities. Also include the group's weaknesses and challenges as they relate to your stated goals above. Additionally provide your short- and long-term objectives for the next academic year and beyond, including any metrics that will be used to measure the group's progress towards its goals.

C. Award Deadlines

The Buffett Institute and affiliated centers provide funding opportunities to faculty, graduate students, undergraduate students, and campus groups. Faculty-led research and working groups are encouraged to apply for additional funding opportunities to augment their activities. Please see our website for eligibility requirements and full details.

- October 2017
 - 10/15 – Crown Family Middle East Research Travel Award #1
 - 10/15 – Keyman Family Modern Turkish Studies Research Grant #1
 - 10/15 – Graduate Student Dissertation Research Award #1
 - 10/15 – Undergraduate Student Groups #1
- November 2017
 - 11/1 – Buffett Faculty Fellowship
 - 11/1 – Edited Volume Conference Award #1
 - 11/1 – Manuscript Revision Conference Award #1
 - 11/5 – Supplemental Undergraduate Grant #1
 - TBD mid-Nov. - One Acre Fund Post-Graduate Fellowship
- December 2017
 - 12/15 – Undergraduate Student Groups #2
 - 12/15 – Buffett Postdoctoral Fellowship
 - 12/15 – Keyman Postdoctoral Fellowship
- January 2018
 - 1/15 – Davis Projects for Peace Award
- February 2018
 - 2/1 – Community-based Research Fellowship Award
- March 2018
 - 3/15 – Crown Family Middle East Research Travel Award #2

- 3/15 – Keyman Family Modern Turkish Studies Research Grant #2
- 3/15 – Graduate Student Dissertation Research Award #2
- 3/5 – GESI Student Instructor applications
- April 2018
 - TBD – Buffett International SIGP Award (through NCA, not FR)
 - 4/1 – Graduate Student Organized Conference
 - 4/1 – Working Group Award
 - 4/1 – Big Ideas Award
 - 4/1 – Global Partnership Fund
 - 4/1 – Edited Volume Conference Award #2
 - 4/1 – Manuscript Revision Conference Award #2
 - 4/25 – Global Engagement Fellows applications
- May 2018
 - 5/5 – Supplemental Undergraduate Grant #2
- On a rolling basis:
 - Event co-sponsorship
 - Graduate student conference travel award
 - Visiting scholar application
 - Affiliate applications (through Buffett website, not FR)

The Buffett Institute has transitioned a new application management tool, FluidReview. All award applications are submitted and awarded through this system. Visiting scholar applications also go through FluidReview.

D. Meals and Refreshments

<http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf>

Meals:

In-town meal reimbursement is allowable if there is a [legitimate business purpose](#) involving non-University personnel. The inclusion of University employees should be moderated as much as possible (e.g., no more than 2-3 other employees in attendance). In planning entertainment for University guests, all efforts should be made to provide reasonable meal arrangements. Reasonably priced restaurants or catering services should be used. For group meals, the most senior employee should assume the responsibility of paying the bill.

The recommended standard for reimbursement for dinners hosted by faculty or staff members for University guests is \$65 per person (including tax and tip).

If meals for other individuals are included in the total, their names and relationship to the University must be specified on the Attendees page, as well as the business purpose of the meal. For group meals, the most senior employee should assume the responsibility of paying the bill.

This documentation requirement also applies to dining services at the Allen Center and Norris Center, events catered by outside vendors and events where food is purchased from the grocery store or bakery, or other source. The Allen Center and Norris Center will provide billing services for departmental groups of ten or more for functions with a legitimate University business purpose. Individual meals must be paid for in advance and reimbursement sought after the fact with proper receipts and justification.

The cost of meals during normal working hours, when not traveling is generally unallowable. Examples include: meal reimbursement while visiting either the Chicago or Evanston campus for work-related purposes; reimbursement for "working meals", where one employee takes another employee to breakfast, lunch, or dinner; and reimbursement for "social meals", defined as two or more individuals from within the University eating together. Formal meetings to discuss legitimate University business normally can be held during regular business hours.

Refreshments:

Coffee service and water for reception areas where there is public traffic is allowable.

Modest refreshments at school-wide or department meetings are allowable at either monthly or quarterly intervals. For example, box lunches for chairs' meetings can be purchased in the range of \$8-10 per person. Morning meeting refreshments should be kept to a minimum.

Purchase of food on a continual basis for employees or students is unallowable. Food purchased for a regularly scheduled weekly meeting or for daily consumption within an office or classroom is an inappropriate use of University funds. Contributions should be sought to cover such expenses.

The cost of alcoholic beverages is prohibited on all sponsored projects and should be discouraged in all settings. When purchased on a non-sponsored project, the correct account should be used (76769 Domestic Alcoholic Beverages for expenses incurred in the U.S. for alcoholic beverages or 76774 Foreign Alcoholic Beverages for expenses incurred outside of the U.S. for alcoholic beverages). Every effort should be made to segregate out alcohol from other costs and use the established account. Employees are reminded to be in compliance with the University's Policy on Drugs and Alcohol.

All food purchases should be submitted for reimbursement with an Expense Report stating the business purpose of the purchase, with original receipts attached. When food is arranged through a caterer, a requisition should be created in advance specifying the One Time Service option and an invoice received upon delivery of services. **Note that tax will not be reimbursed for purchases of food and incidentals from local vendors or grocers.**

Food purchases... should be purchased using a purchase order, or paid in advance by an individual with reimbursement sought after the fact.

E. Additional Space Reservation Contacts

See next page.

Evanston

| Venue | Building | Reception | Seated dinner | Theatre | Catering | Contact name | Contact number | Contact email |
|--|--|-----------|---------------|-----------------------|-------------|-------------------|----------------|--|
| Garrett Lawn (south of the Ford building) | Garrett-Evangelical Theological Seminary | | | | | Barbara Adams | (847) 866-3939 | barbara.adams@garrett.edu |
| Garrett Library Terrace | Garrett-Evangelical Theological Seminary | | | | | Barbara Adams | (847) 866-3940 | barbara.adams@garrett.edu |
| Ver Steeg Lounge | NU Library | 100 | | 41 | | Emily Kelley | (847) 491-7628 | emily.kelley@northwestern.edu |
| N Club | Welsh-Ryan Arena | | 176 | | Sodexo | | | |
| Stadium Club | Ryan Field | 270 | | | Sodexo | | | |
| Guild Lounge | Scott Hall | 200 | 130 | 120 | | Vangie Johnson | (847) 491-4279 | evangeline-johnson@northwestern.edu |
| Hardin Hall | Rebecca Crown Center | 150 | | 150 | | Nya Watkins | (847) 491-8400 | nya.watkins@northwestern.edu |
| Block Museum | Block Museum | 75 | | 100 | | Holly Warren | (847) 491-5893 | holly.warren@northwestern.edu |
| Pick-Staiger Concert Hall | Pick-Staiger | | | 989 (435 floor, 554 b | | Jason Shadle | (847)491-3245 | jason.shadle@northwestern.edu |
| John Evans Alumni Center | John Evans Alumni Center | 120 | | | | Paulina Kijek | (847) 491-7200 | paulina.kijek@northwestern.edu |
| Alice Millar Chapel | Alice Millar Chapel | | | 700 | | Kristine Bunch | (847) 491-7256 | kristine.bunch@northwestern.edu |
| Parkes Hall Choir Room | Parkes Hall | 60 | | | | Kristine Bunch | (847) 491-7257 | kristine.bunch@northwestern.edu |
| Parkes Hall Courtyard | Parkes Hall | 75 | | | | Kristine Bunch | (847) 491-7258 | kristine.bunch@northwestern.edu |
| Parkes Hall Social Room (Parkes 122) | Parkes Hall | 200 | 120 | | | Kristine Bunch | (847) 491-7259 | kristine.bunch@northwestern.edu |
| Louis Room | Norris University Center | 500 | 306 | | Sodexo | Melinda Weaver | (847) 491-2330 | maw753@northwestern.edu |
| Allison Dining Hall | Allison Residential Community | | | | | | | norris-events@northwestern.edu |
| Ryan Family (Tech) Auditorium | Technological Institute | | | 583 | Not allowed | Pete Dully | (847) 491-3787 | p-dully@northwestern.edu |
| Sargent Dining Hall | Sargent Hall | | | | | | | norris-events@northwestern.edu |
| The Great Room | Seabury | | | | Sodexo | Pete Dully | (847) 491-3787 | p-dully@northwestern.edu |
| Cahn Auditorium | Cahn Auditorium | | | 980 | Not allowed | Pete Dully | (847) 491-3787 | p-dully@northwestern.edu |
| Allen Center atrium | James L. Allen Center | 300 | 160/224 | 200 | Aramark | Bob Robbins | (847) 467-7052 | r-robbins@kellogg.northwestern.edu |
| Allen Center auditorium | James L. Allen Center | | | 224 | Aramark | Bob Robbins | (847) 467-7052 | r-robbins@kellogg.northwestern.edu |
| Allen Center lobby | James L. Allen Center | 200 | | | Aramark | Bob Robbins | (847) 467-7052 | r-robbins@kellogg.northwestern.edu |
| Abbott Auditorium | Pancoe-NSUHS Life Sciences Pavilion | | | 100 | | Setong Mavong | (847) 491-5521 | setong@northwestern.edu |
| Pancoe Café | Pancoe-NSUHS Life Sciences Pavilion | | 120 | | | Setong Mavong | (847) 491-5521 | setong@northwestern.edu |
| Silverman Hall lobby | Silverman Hall | | 50 | | | Tiffany Ozmina | (847) 467-2303 | t-leighton-ozmina@northwestern.edu |
| Annenberg Hall | Walter Annenberg Hall | | | | | Victoria Swaney | (847) 491-8193 | victoria.swaney@northwestern.edu |
| Annie May Swift 109 | Annie May Swift | 130 | | | | Shatoria Lunsford | (847) 491-7317 | s.lunsford@northwestern.edu |
| Helmerich Auditorium | Annie May Swift | | | | | Shatoria Lunsford | (847) 491-7318 | s.lunsford@northwestern.edu |
| Banners: The Arch | | | | | | | (847) 491-2330 | |
| Blomquist Gym | Blomquist Recreation Center | | | | Sodexo | Betty Scott | (847) 491-2418 | e-scott@northwestern.edu |
| Deering Library | Deering Library | | | | | | | |
| Deering Meadow | Deering Library | | | | | Scott Arey | (847) 491-7887 | s-arey@northwestern.edu |
| Fisk 217 | Fisk Hall | 391 | | | | | (847) 491-5234 | ap-classrooms@northwestern.edu |
| Harris 107 | Harris Hall | 264 | | | | | (847) 491-5234 | ap-classrooms@northwestern.edu |
| Harris 108 | Harris Hall | 40 | | | | Eric West | (847) 491-2844 | e-west@northwestern.edu |
| Henry Crown Sports Pavilion | Henry Crown Sports Pavilion | | | | Sodexo | Betty Scott | (847) 491-2418 | e-scott@northwestern.edu |
| The Garage | Henry Crown Sports Pavilion | | | | | Elisa Mitchell | (847) 467-7155 | thegarage@northwestern.edu |
| Leverone Auditorium | Donald P. Jacobs Center | 600 | | | | Beth Welter | (847) 491-4504 | b-welter@kellogg.northwestern.edu |
| Jacobs Center Atrium | Donald P. Jacobs Center | | | | Aramark | Beth Welter | (847) 491-4505 | b-welter@kellogg.northwestern.edu |
| Lutkin Hall | Pick-Staiger | | | 403 | | Kelley Dorhauer | (847) 491-5441 | kdorhauer@northwestern.edu |
| McCormick Auditorium | | 370 | | | | Jeff Prah | (847) 491-4341 | j-prah@northwestern.edu |
| McCormick Tribune Center | McCormick Tribune Center | 150 | | | | Jeff Prah | (847) 491-4341 | j-prah@northwestern.edu |
| McGaw Arena | McGaw Memorial Hall/Welsh-Ryan Arena | | | | Sodexo | Scott Arey | (847) 491-7887 | s-arey@northwestern.edu |
| Outdoor events (Lakefill (Southpoint, Fire pit, Northpoint), Garrett Lawn, North Beach, Recreational fields (no tenting allowed), Long Field | | | | | | Michael McKean | (847) 491-2336 | michael.mckean@northwestern.edu |
| Regenstein Recital Hall | | 202 | | | | Kelley Dorhauer | (847) 491-5441 | kdorhauer@northwestern.edu |
| Shanley Pavilion | Shanley Hall | | | | Not allowed | Pete Dully | (847) 491-3787 | p-dully@northwestern.edu |
| Struble Theatre | Theatre & Interpretation Center | | | | | Diane Claussen | (847) 467-2696 | d-clausen@northwestern.edu |
| Tech Faculty Lounge (Cohen Commons) | Technological Institute | 70-110 | | | | Jason Grocholski | (847) 491-5550 | j-grocholski@northwestern.edu |
| Tech Ford ITW Classroom | Ford Motor Company Engineering Design Center | | | | | Jason Grocholski | (847) 491-5551 | j-grocholski@northwestern.edu |
| Tech Ford Atrium | Ford Motor Company Engineering Design Center | | | | | Jason Grocholski | (847) 491-5552 | j-grocholski@northwestern.edu |
| Tech Ford conference room ITW (1-340) | Ford Motor Company Engineering Design Center | 70 | | | | Jason Grocholski | (847) 491-5553 | j-grocholski@northwestern.edu |
| Tech L151 | Technological Institute | 279 | | | | | (847) 491-5234 | ap-classrooms@northwestern.edu |
| Tech Lobby | Technological Institute | | 25 | | | Jason Grocholski | (847) 491-5550 | j-grocholski@northwestern.edu |
| Tech LR2 | Technological Institute | 272 | | | | | (847) 491-5234 | ap-classrooms@northwestern.edu |
| Tech Willens Wing 1st FL Conference Room | Technological Institute | | | | | Jason Grocholski | (847) 491-5550 | j-grocholski@northwestern.edu |
| Tech Willens Wing 2nd FL Conference Room | Technological Institute | | | | | Jason Grocholski | (847) 491-5550 | j-grocholski@northwestern.edu |
| The Rock | | | | | | | (847) 491-2330 | |
| University Hall 102 | University Hall | 65 | | | | | (847) 491-5234 | ap-classrooms@northwestern.edu |
| University Hall 122 | University Hall | 73 | | | | | (847) 491-5234 | ap-classrooms@northwestern.edu |
| Wallis Theatre | Theatre & Interpretation Center | | | | | Diane Claussen | (847) 467-2696 | d-clausen@northwestern.edu |
| Auditorium | Segal Visitors Center | | | 160 | | Erik Halloway | (847) 467-6818 | e-halloway@northwestern.edu |
| Reception space outside auditorium | Segal Visitors Center | 100 | | | | Erik Halloway | (847) 467-6818 | e-halloway@northwestern.edu |

Chicago

| Venue | Building | Reception | Seated dinner | Theatre | Catering | Contact name | Contact number | Contact email |
|--|---|-----------|---------------|---------|--------------|--------------------|----------------|--|
| conference room | Arthur Rubloff Building | | | | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Parrillo Courtroom (RB155) | Arthur Rubloff Building | | | 63 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| RB140 | Arthur Rubloff Building | | | 100 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| RB150 | Arthur Rubloff Building | | | 120 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| RB175 | Arthur Rubloff Building | | | 70 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| RB180 | Arthur Rubloff Building | | | 70 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Schachtman-Gordon (RB339) | Arthur Rubloff Building | | | 60 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Thorne Auditorium | Arthur Rubloff Building | | | 720 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Thorne Lobby | Arthur Rubloff Building | 300 | 170 | | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Booth Hall (LM204) | Levy Mayer Hall | | | 75 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Hoynes Hall (LM317) | Levy Mayer Hall | | | 45 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Hurd Hall (LM310) | Levy Mayer Hall | | | 50 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Lincoln Hall (LM104) | Levy Mayer Hall | | | 332 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| LM101 | Levy Mayer Hall | | | 25 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| LM212 | Levy Mayer Hall | 40 | | 18 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| LM308 | Levy Mayer Hall | 30 | | 19 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Lowden Hall (LM117) | Levy Mayer Hall | 50 | 50 | 40 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Wigmore Hall (LM108) | Levy Mayer Hall | 50 | | 16 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Williams Hall (LM107) | Levy Mayer Hall | 50 | | 16 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Baldwin Auditorium | Robert H. Lurie Medical Research Center | | | 110 | Sodexo | Julie Anne Bratley | (312) 503-1871 | julie.bratley@northwestern.edu |
| Gray Seminar Room | Robert H. Lurie Medical Research Center | | | 42 | Sodexo | Julie Anne Bratley | (312) 503-1871 | julie.bratley@northwestern.edu |
| Hughes Auditorium | Robert H. Lurie Medical Research Center | | | 255 | Sodexo | Julie Anne Bratley | (312) 503-1871 | julie.bratley@northwestern.edu |
| Kabiller Conference Room | Robert H. Lurie Medical Research Center | | | 12 | Sodexo | Julie Anne Bratley | (312) 503-1871 | julie.bratley@northwestern.edu |
| Ryan Family Atrium | Robert H. Lurie Medical Research Center | 350 | 200 | | Sodexo | Julie Anne Bratley | (312) 503-1871 | julie.bratley@northwestern.edu |
| Searle Seminar Room | Robert H. Lurie Medical Research Center | | | 50 | Sodexo | Julie Anne Bratley | (312) 503-1871 | julie.bratley@northwestern.edu |
| Cutting Hall (MC381) | Robert McCormick Hall | | | 32 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Getz Courtroom (MC175) | Robert McCormick Hall | 30 | | 22 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Hoffman Hall (MC285) | Robert McCormick Hall | | | 18 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| MacChesney Hall (MC371) | Robert McCormick Hall | 30 | | 20 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Sidley Hall (MC185) | Robert McCormick Hall | 22 | | 22 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Smith Hall (MC375) | Robert McCormick Hall | | | 28 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Strawn Hall (MC195) | Robert McCormick Hall | | | 85 | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| Law School Courtyard | Wieboldt Hall | 300 | | | Sodexo | Ryan Soard | 312-503-0716 | r-soard@law.northwestern.edu |
| SPS Space | Wieboldt Hall | | | | | Sachin Patel | (312) 503-2399 | r-soard@law.northwestern.edu |
| KSM Meeting Room 248 | Wieboldt Hall | 25 | 15 | | Sodexo | Theresa Kleptach | (312) 503-1478 | t-kleptach@kelllogg.northwestern.edu |
| KSM Meeting Room 262 | Wieboldt Hall | 40 | 40 | | Sodexo | Theresa Kleptach | (312) 503-1478 | t-kleptach@kelllogg.northwestern.edu |
| KSM 323 Kafe | Wieboldt Hall | 100 | 75 | | Sodexo | Theresa Kleptach | (312) 503-1478 | t-kleptach@kelllogg.northwestern.edu |
| KSM Fireside Room 362 | Wieboldt Hall | 40 | 40 | | Sodexo | Theresa Kleptach | (312) 503-1478 | t-kleptach@kelllogg.northwestern.edu |
| KSM Part-Time MBA Study Group Lounge | Wieboldt Hall | 75 | | 75 | Sodexo | Theresa Kleptach | (312) 503-1478 | t-kleptach@kelllogg.northwestern.edu |
| KSM Ray Conley Lounge 540 | Wieboldt Hall | | 140 | 180 | Sodexo | Theresa Kleptach | (312) 503-1478 | t-kleptach@kelllogg.northwestern.edu |
| NMH Conference Center/Prentice/Feinberg Pavilion | | | | | NMH Catering | Roberta Ibarra | (312) 926-2652 | rclairmo@nmh.org |
| Lurie Children's Conference Center | Lurie Children's Hospital | | | | | Becky Jarosch | 312.227.7272 | bjarosch@luriechildrens.org |