

TRU Law Event Guidelines for SLS Clubs

Selecting Dates for your Event

Oftentimes when selecting dates for an event, you'll want to first consider the availability and schedule of your invited guests. Do your best to work with their schedule if it is important to have them attend or speak at your event.

If a guest speaker cannot physically attend and is open to Teleconferencing in, then that can be arranged. All our classrooms have this capability.

To Consider

When selecting the date of your event, please also consider other events that may be taking place at the Faculty of Law, so that you are not scheduling things the same week or date as the 1L Moots or Research Series or the Law Career Fair for example.

Please check with the Special Projects and Events Coordinator (SPEC) during the time you are scheduling, to make sure there won't be a conflict (lawevents@tru.ca).

TRU Law has an online calendar so that you can easily see what events are taking place on any given day each month (<https://tru.ca/law/news/law-calendar.html>). If you ever need anything added to that calendar, just send an email with all the details to the SPEC.

Room Booking

There are a few different ways to book rooms at TRU:

1. Through the Divisional Assistant (DA), Teresa Torchia ttorchia@tru.ca – 3rd and 4th floor classrooms and Atrium, boardroom, and Faculty Lounge.
2. Through [Room Bookings](#) (online)– anywhere on campus
3. If wanting to book the Reading Room or Law Library, you must work with the Law Librarians. Bookings for these spaces must be approved by Mary Hemmings (mhemmings@tru.ca) or Michelle Terriss (mterriss@tru.ca).

Through the DA

1. The DA can book some classrooms on the 3rd floor of Old Main. There are certain classrooms on certain days that the DA can block for student groups. If the DA is not able to block that room, you will be told to submit a [room booking request](#) to

the University (<https://www.tru.ca/forms/admreg/booking/>). When booking spaces, such as the Atrium or Faculty Lounge, you can do so through DA as well.

Through Room Bookings (online)

2. The Room Booking service at TRU allows you to select a date, time, number of people, and preferred location. It even lets you specify if you are looking for teleconferencing, a whiteboard, a multimedia projector etc. In approximately 2 business days following your request, you will get a response to let you know which room has been booked for you.

(<https://www.tru.ca/forms/admreg/booking/>)

Please note that students generally can't use room bookings to reserve a space, however, members of TRUSU Clubs should be authorized to do so. If you are unable to login successfully, please send a request to the SPEC.

Room Sizes

When expecting a large group for your event, consider booking the following rooms with larger than 62 person capacities:

- HOL 190 (300 people)
- Clock Tower Theatre (212 people)
- Mega Room (90 people seated, 120 with bleachers down)

Event Promotion

If you want people to attend your event, you'll want to promote it well. There are several ways to do this for free!

TRU Website

TRU has an "Events" page, and anyone can submit an event to it.

(<https://inside.tru.ca/events/submit-event/>).

Give this about 1-2 business days for approval, and then it will appear up on the website. You may include the SPEC as the contact person if you do not want to include your organization's contact, however, please inform the SPEC that you plan to do so and give the SPEC a contact person within your group to follow up with if questions arise about your event.

Faculty of Law Website

The Faculty of Law has their own events calendar that is both listed on our [homepage](#) as well as the [Law Events Calendar](#) page.

Facebook, Instagram, and Twitter Accounts

If your event is up on the TRU events page, then it will be easy to request SLS to post it to the SLS Facebook page with a link to the event on the website.

You may also ask the SPEC to post it to the TRU Law Facebook, Instagram, and/or Twitter page, though the SLS group pages tend to get more traffic from students. Use the TRU Law Facebook, Instagram, Twitter accounts when hoping to reach people other than just students.

3rd and 4th Floor TVs

There are 3 TVs in the Faculty of Law: 3rd floor Atrium, Reading Room, and the administrative offices lobby (OM 4613). To post an event to these screens, you will have to create a jpeg image and email it to the SPEC with 16:9 aspect ratio sizing (1920x1080). Please determine the date and time you would like the images to expire so that the SPEC can schedule them to come down for those times.

Posters

There aren't very many places where posters are allowed to be placed on the 3rd and 4th floors of Old Main. Facilities has been instructed by the Marketing Department to remove any signage not posted to bulletin boards. There is one bulletin board just outside of the Pro Bono Students Office on the 4th floor, one across from the bottom of the stairs on the 3rd floor, one just beside the Law Library, and one near the Mega Room. If you need some thumb tacks, feel free to ask the SPEC for a few to use. Also feel free to remove any posters where the event had ended.

Be prepared to replace your posters if you risk posting them to walls such as outside the elevators. Please only use painters' tape or white sticky tack to adhere your posters to the wall. **Please take down your posters once the event is over.**

Email to all Faculty and Students

If you'd like for your event to be emailed out to all Faculty, Staff and Students, then please email all attachments, body of text, and subject line to either the SPEC (lawevents@tru.ca) or the Program Assistant (lawreception@tru.ca). In your email, please indicate when you'd like it sent out by. Due to varying workloads, please be prepared to wait 1-3 business days before it is sent out. It can also be included in the *Friday Weekly Update from the Law Admin* sent out by the SPEC.

Furniture Arrangements & Work Orders

Sometimes you'd like to host an event in a space that has too much furniture or not enough tables and chairs. This is when you'll need to request a [ARCHIBUS](#) Facilities Work

Order. Some members of TRUSU Student Clubs have this option to login to do so. For those that cannot, please contact the SPEC to submit a Facilities Work Order on your behalf.

For liability purposes, it is not recommended that students move heavy furniture on their own. If, however, you do move or shift any furniture for an event, please put it all back exactly how you found it.

In order to request the SPEC to submit a Work Order on your behalf, please send the SPEC the following information:

- Date and time of when you'd like the space set up by
- Date and time of when the furniture can be removed/reset back to normal
- What you'd like brought in (be as specific as possible ie. 4x high-top tables, 6x 6ft tables, and 36 chairs)
- If you'd like the space configured in a certain way, then please submit a floorplan layout as a PDF, jpeg, or png that the SPEC can upload with the request
- Include the name of the event, event start and end time

Please Note: Facilities only works until 3 p.m. each day. So, if you've booked a room from 5 p.m.–8 p.m. and a class is using that space until 4 p.m., then you will not be able to have their help.

Gifts for Guest Speakers

The SPEC has access to all the Faculty of Law branded items and can get them ready for visiting guests as needed. Please request the pdf file from the SPEC with images of all the current branded items that are available.

1-3 of these items (depending on size and value) tend to be placed in a black or navy paper bag with the TRU Law logo, and the SPEC will add some tissue paper as well and a blank TRU branded card and envelope.

Please give the SPEC at least 2 business days to prep your request. We tend to give out one large item or couple smaller items for each bag.

It is easy to request a couple of bags. It's always good to include who your speakers are, and why they are coming to TRU.

Parking Passes for Guest Speakers

Guest speakers have access to using the Guest Parking Lot (L2) which is located directly in front of the Chappell Family Building for Nursing and Population Health. You will need to request this in advance from the Program Assistant (lawreception@tru.ca) to receive the parking code to access entry to the Guest Parking Lot. Please let the Program Assistant know when your guest is coming.

Our visitors cannot park in Lot A (directly outside the glass elevator) unless it is after 5 p.m. (in which case they may park in a non-reserved space). Remember that all parking is free after 5 p.m. The same applies for weekends.

Catering

You can use any catering service you'd like on campus, however, if booking anything at CAC you must use Aramark. If requesting a bar, you can request Aramark, but you will also have to order some food along with a bar.

Alternatively, you can complete a [special event permit](#) and have someone running the bar with a Serving IT Right certification.

Please speak with the SPEC if you have any questions about catering options and would like some suggestions or ideas.

Please note that prices for Aramark are high for food you receive. They do, however, do a great job if you are hosting a large number of people (50+).

Requesting an Elder

To request an Elder to speak at your event or to do an opening welcome/prayer, make sure that you have honourarium funds set aside for this. You may also have to provide water, a sage burning kit (SPEC can help with this), transportation costs, a meal or a helper to meet the Elder at pickup/drop-off. All these details can be discussed through the Office of Indigenous Education. Feel free to contact Ashley MacLellan, Administrative Assistant, Office of Indigenous Education for details (amaclellan@tru.ca).

See the booking form here (<https://www.tru.ca/forms/indigenous-tru/elder-booking-form/>).

Media Services & Rentals (Livestream, projector, microphone rentals etc.)

If you would like a Livestream of an event or speaker, please contact Leon Racicot, lracicot@tru.ca. He can also organize to have the event videotaped and will send out a file of the finished product.

If you have booked a space that does not have certain AV equipment, you can borrow it from the library (<https://libguides.tru.ca/c.php?g=193923&p=1276411>).

Main Library lends out the following:

- Digital cameras
- Video cameras
- Projectors and screens
- Laptops
- Tripods
- Digital voice recorders
- Speaker phone pod

Media Services lends out the following:

- PA systems
- Microphones
- LCD TV/computer carts

For best service, contact Media Services as soon as your speaker is booked (<https://tru.teamdynamix.com/TDClient/84/Portal/Home/>)

Open Monday to Friday 8 a.m. to 4 p.m.
Old Main 1218 (beside Printshop)

Faculty/TRUSU Funding and Seeking Sponsorship for Events and Conference Attendance

Faculty Funding

There are two deadlines per academic year where a law club or an individual student can apply for funding assistance to run an event or to attend a conference.

- **October 15**
- **January 22**

Applications forms can be found on the [TRU Law Student Associations page](#). They will be reviewed by the Deans. No other funding will be able to be approved and provided by the faculty outside of these two deadlines.

TRUSU Funding

The Students' Union and the University have partnered to provide funding to offset the cost for students to attend conferences, host events, and hold on-campus lectures.

Funding is provided through the Comprehensive University Enhancement Fund (CUEF) and administered by the TRU Students' Union through an application process. Students can apply for funding online by following the links [HERE](#). To review the application process, see the [Application Process page](#). To find deadlines to apply for funding for conference attendance or event hosting see the [Deadlines page](#).

Please keep in mind that funding is limited, and priority will be given to first-time applicants and applications that make cost-effective and efficient use of funding. **You must apply for Faculty Funding first before you apply for TRUSU funding.**

- **Conference Attendance Grant**

Students are eligible to apply for funding to help offset the cost of attending a conference or competition related to their field of study. For full details regarding submitting an application to attend a conference check out the [Conference Attendance Application page](#).

- **Event Hosting Grant**

In order to apply for event funding you must be recognized as an official student group by either the TRU Students' Union or Thompson Rivers University. A list of recognized clubs can be found [HERE](#). For full details regarding submitting an application to host an event visit the [Event Grant Application page](#).

- **Educational Activity Grants**

This grant is intended to support events where the primary purpose is enhancing learning opportunities at TRU. This fund supports the hosting of on-campus lectures, workshops, and conferences. For full details regarding submitting an Educational Activity Grant [visit the application page](#).

Seeking Sponsorship

Clubs are more than welcome to approach any law firm or other organization that seems fit to assist in providing support for events or conferences. This must be done at the time and effort of the club members.

Continuing Professional Development Approval for Events

TRU holds a Continuing Professional Development (CPD) Provider account with the Law Society of BC (LSBC). If you are planning to invite lawyers from the community to attend your event, consider whether your event qualifies for CPD credits. Having approval from the law society in advance for CPD credits is a nice touch and will encourage attendees from the community to attend. To see whether your event qualifies for credits, email Assistant Dean Lana Walker (lawalker@tru.ca), who will submit an application to the LSBC on your behalf.