

## Office of Institutional Events, Division of the President

- The Office of Institutional Events (OIE) was established in late-2021.
- The OIE falls under the Division of the President.
- It is responsible for providing high-calibre, impactful, professional events with a wide institutional impact.
- Member(s) of PVP must support the event in order for the OIE to action.

### How do I know what office to contact?

There are offices and resources available to support your event on campus. Below is a guide that should provide assistance with your approach.

#### A. The Office of Institutional Events may support your event if:

1. It is supported/sponsored by PVP (i.e. the President and/or Vice-Presidents hosting and/or speaking).\*
2. It targets major cross-sections of the University, and perhaps our external community.
3. It prominently elevates the reputation of the University.

*\* To bring forward a request for PVP support, an appeal providing an explanation of the institutional impact should be directed to a member of PVP either via Dean, Principal, or other. If granted, the OIE will contact you to ascertain the scope and purpose of the event.*

#### B. The Office of Convocation and Special Projects may support your event if:

1. It is related to a specific area or unit of the University
2. It is linked and to an academic program or limited to a Faculty.
3. It is linked to donor relations in a Faculty or Division of Advancement.
4. It is a ceremony (e.g. Remembrance Day, Pride, Convocation).
5. It is a targeted conference or lecture.

### For more information...

Office of Institutional Events please contact [yuevent@yorku.ca](mailto:yuevent@yorku.ca)

Office of Convocation and Special Projects please contact [advevent@yorku.ca](mailto:advevent@yorku.ca)

