Conference, Reservations & Event Services Office
Who we are

• 9 full time staff members, 4-10 student staff
  • Ann Holt – Director
  • Lucian Wilhelm – Associate Director
  • Niambi Ivery – Assistant Director for Conference Services
  • Megan Clark – Assistant Director for Conference Programs
  • Lindsay Scher – Conference Manager
  • Jennifer Weingart – Conference Programs Manager
  • Aisling Jerome – Event Services Coordinator
  • Bionnca Andrews – Marketing and Communications Coordinator
  • Vacant – Administrative Assistant
Who we are

• Conference, Reservations & Event Services
• Conferences – non-affiliated or sponsored non-affiliated groups and/or events.
• Reservations – affiliated events sponsored by university groups.
• Event Services – coordination of space and services across campus.
What we do

• Per University Policy 601.6 Scheduling University Facilities, our office is responsible for scheduling space for non-academic events.
• Coordinate space usage and share information with campus service providers.
• Interpret policies.
• We are responsible for scheduling classrooms for non-academic events and meetings after add/drop each semester.
• Special use labs and conference rooms in academic building are departmentally managed.
• Departments have the opportunity to request space in the Cone Center as early as April during the Advance Reservations process for the next academic year.
• Students have the first opportunity to request Cone Center space.
SAC Arena and Salon Events

• Athletics has priority during conference volleyball and basketball seasons.
• Spaces may be placed on hold but cannot be confirmed until the athletics scheduled is finalized.
• Departments can request space in the multipurpose room (MPR) 30 days prior to the event for dates that fall within the fall or spring term.
• Requests for 2nd floor rooms can be made on Sept 11 for the fall and Jan 15 for the spring.
• Room charges apply.
Outdoor and Recreation Space

• Quads, courtyards and field space are reserved through our office.
• Field spaces must be approved through a committee and should be requested at a minimum of 10 days in advance of the event.
• We will coordinate setup and AV equipment for events in Cone, SAC or Union, and for all events contracted through CRES.

• We will help connect you to the other service providers to schedule your other event needs.
• We communicate and interpret University and facility specific policies regarding events and space usage.
  • 601.9 Sales, Solicitation, Distribution of Materials
  • 706 Alcoholic Beverages
  • 709 Food Service
Advance Reservations

• Advance Reservations are when groups may request space for the following academic year.
• Submissions are processed in the order they are received via the Advance Reservations Request Form.
  • https://cres.uncc.edu/advanced-reservations
Special Dates

• Conference and Event Planning Workshop
  • Dec 6 10-11:30am

• Advance Reservations
  • April 23-27, 2018