

Lecture & Panel Considerations

Office of Student Activities * Wellesley College

In 2005-2006 there were approximately 130 student sponsored lectures and panels. The following information includes some major considerations regarding the above listed lecture spaces. In the past, some spaces have been better utilized than others. This document aims to encourage students and schedulers to think about space considerations when planning a major lecture, and let them know that there are many options for different types of lectures if their first choice venue is unavailable.

When planning a lecture the following items should be considered: subject material, event format, expected turnout, time of day, and will the presenter need technology. Student Activities attempts to book students in their first choice venue, but that is not always possible, and other spaces may need to be considered.

Lecture Sizes:

Small: 1-100 attendees

Medium: 100-300 attendees

Large: 300-700+ attendees

Wellesley College Lecture Spaces:

Academic Council Room (GRH-ACR) Medium

Alumnae Auditorium (ALM-AUD) Large

Anderson Forum (ALM-AUD) Small

Collins Cinema (COL-CIN) Medium

Faculty/Staff Dining Room – Bookstore Annex (LWC-413) Small

Houghton Memorial Chapel (HMC-CHL) Large

Jewett Auditorium (JAC-AUD) Medium

Library Lecture Room (LIB-LEC) Small

Pendleton Atrium (PNE-225A) Medium

Tishman Commons (LWC-TISHMAN) Medium

Founders 120 (FND-120) Medium

Pendleton West 212 (PNW-212) Medium

Pendleton East 239 (PNE-239) Small

Science Center 277 (SCI-277) Medium

Science Center 377 (SCI-377) Medium

Residence Hall Living Rooms (BAT-LR, BEB-LR, CAZ-LR, CLA-LR, DAV-LR, DOW-LR, FRE-LIVRM, MCA-LR, MUN-LR, LAK-LR, SEV-LR, TC-GRH) Small - Medium

Disability Accessibility: Director of Disability Services x2434. Not all spaces on campus are easily accessible. The Director of Disability Services would be able to give the scheduler or student event planner the most up-to date information about accessibility.

Security: The Chief of Police should be consulted if the speaker has the potential to be controversial, or if there are crowd control issues. For lectures in residence halls, WC guest polices apply.

Parking: Campus Police should be consulted on parking concerns.