

From: [Allen Josey](#)
To: [Kiersten Hallquist \(she/her\)](#)
Subject: University Event Services - Virtual & Hybrid Event Support Update
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THE UNIVERSITY OF VERMONT EVENT SERVICES

Dear EMS Users,

This communication is being sent to notify event and meeting planners that as we come out of this past year and quickly ramp back up to full speed, we are asking that you anticipate and communicate with as much notice as possible on events you are involved in that may have technical equipment and staffing needs. In the Davis Center, we have a team of student technical staff who are largely new, and we are currently short a professional staff member that normally supports many of these events. We have shifted staffing internally to address this.

In addition, outside of the Davis Center, we are currently recruiting for a new Technical Event Support Coordinator to allow us the ability to support both returning in-person events as well as ongoing virtual/hybrid requests.

While we navigate these training and staffing transitions, University Event Services (UES) will be requiring a minimum of 7 days (5 business days) notice for reservations requesting virtual and/or hybrid event support. When able, more notice is greatly appreciated. Please note these requests will be accommodated to the best of our abilities and staffing capacity. Some events that are larger in nature may require the use of external AV support from a local vendor.

The Davis Center has recently outfitted all the meeting rooms with built-in cameras and a touchscreen self-serve interface for in-person/virtual Teams meetings. When possible, we would ask that you utilize these spaces over the two larger ballrooms, which require additional cameras and staffing to manage. In addition, Waterman Memorial Lounge is also fully capable for in-person/virtual meetings in a similar self-serve environment.

We appreciate your support on planning ahead, minimizing technical complexity, and utilizing our updated meeting spaces wherever possible. If you have any questions or concerns, please email dcevents@uvm.edu for questions inside the Davis Center or campusevents@uvm.edu for questions outside the Davis Center.

Allen Josey
Director, University Event Services

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