

# INFO DIY Research Event Guide

Written by Paris and Luis

Welcome to the INFO DIY Research Event Guide. We're here to assist you in planning and executing successful **DIY research events**. This guide is packed with practical advice and tips, covering everything from sending invitations and managing RSVPs to setting up virtual and in-person meetings. You'll also find valuable resources for event promotion, room reservations, IT support, and more. We aim to equip you with all the tools and information needed to ensure you host a smooth and memorable research event.

This guide is tailored for **self-managed research events**, emphasizing DIY coordination and execution by the event host. Support may be available, contingent upon a mutual agreement between the event host and the INFO Events Team and/or Research Support Team.

For any further inquiries, feel free to consult the [Events page](#).

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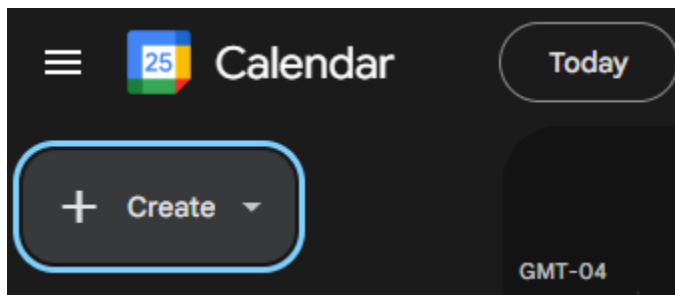
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# Event Invitations/RSVPs

How to Setup Event Invitations:

## Google Calendar for Event Invitations

1. Go to Google Calendar ([calendar.google.com](https://calendar.google.com))
2. Click “Create” to make a new event.



3. Fill in the event title, date, time, location (or Google Meet link).

A screenshot of the Google Calendar 'Add event' form. The form is titled 'Add title' and has a 'Save' button in the top right corner. The main form area is divided into two columns. The left column contains fields for 'Date' (Jun 25, 2025), 'Time' (1:00pm to 2:00pm), 'Time zone', 'All day' checkbox, 'Does not repeat' dropdown, 'Event details' tab, 'Find a time' tab, 'Add Google Meet video conferencing' dropdown, 'Add location' text field, 'Add notification' text field, 'INFO Events (SHARED)' dropdown, 'Busy' dropdown, 'Default visibility' dropdown, and a large text area for 'Add description' with a 'Create meeting notes' button. The right column contains 'Guests' and 'Rooms' tabs, an 'Add guests' text field, 'Suggested times' section, and 'Guest permissions' section with checkboxes for 'Modify event', 'Invite others', and 'See guest list'.

4. Click “Add guests” and enter email addresses of invitees.

Guests

Rooms

Add guests

5. (Optional) Click the gear icon to allow/disallow guest features:
  - a. Guests can invite others
  - b. Guests can see the guest list

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

6. Click “Save” → then click “Send” to email invites.

×

Add title

Save

7. Recipients will get a calendar invite with Yes / No / Maybe RSVP buttons.

2

Fri

TEST: Meeting Request

View on Google Calendar

When

Fri Dec 2, 2016 9am – 10am (EST)

Where

Phone

Who

Juannean@gnalic.com\*

Yes

Maybe

No

Agenda

Fri Dec 2, 2016

No earlier events

9am TEST: Meeting Request

No later events

TEST: Meeting Request

more details »

When

Fri Dec 2, 2016 9am – 10am Eastern Time

Where

Phone (map)

Video call

[https://plus.google.com/hangouts/\\_/gnalic.com/juannean](https://plus.google.com/hangouts/_/gnalic.com/juannean)

Calendar

@gmail.com

Who

- Juannean@gnalic.com - organizer
- @gmail.com

Going?

Yes

Maybe

No

more options »

Invitation from Google Calendar

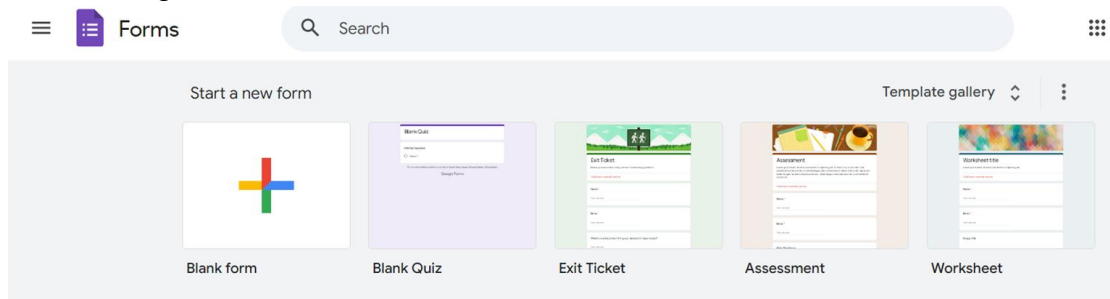
You are receiving this email at the account [tools4entrepreneurs@gmail.com](mailto:tools4entrepreneurs@gmail.com) because you are subscribed for invitations on calendar [tools4entrepreneurs@gmail.com](mailto:tools4entrepreneurs@gmail.com).

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

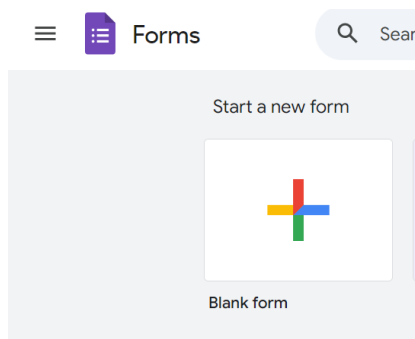
Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#)

## Google Forms for RSVP Collection

1. Go to Google Forms.



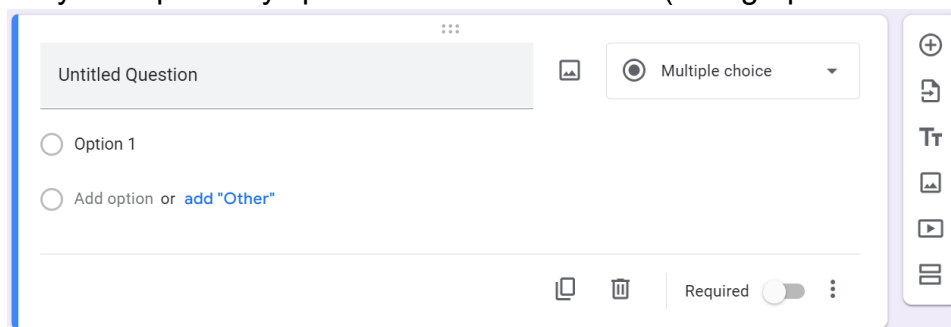
2. Click the blank form to start.



3. Title the form (e.g., "RSVP for INFO Event").



4. Add key questions such as:
  - a. Name (Short Answer)
  - b. Contact info (Short Answer)
  - c. Will you attend? (Yes/No)
  - d. Do you have any dietary restrictions? (Paragraph/Short Answer)
  - e. Do you require any special accommodations? (Paragraph/Short Answer)



5. Customize the confirmation message
  - a. Navigate to Settings

- b. > Presentation to edit the confirmation message your respondents will see after submitting the form.

Presentation  
Manage how the form and responses are presented

FORM PRESENTATION

Show progress bar ☐

Shuffle question order ☐

AFTER SUBMISSION

Confirmation message  
*Your response has been recorded* [Edit](#)

Show link to submit another response ☒

View results summary  
Share [results summary](#) with respondents. [Important details](#) ☐

RESTRICTIONS:

Disable autosave for all respondents ☐

6. Click Send (top-right corner) to share the form via:
  - a. Email
  - b. Link
  - c. Embed on a website



7. Responses will be automatically collected and can be viewed in the "Responses" tab or in a linked Google Sheet.

Questions Responses Settings

0 responses [Link to Sheets](#)

No responses yet. Please check back later.

8. You can include a Google Form RSVP link inside a Google Calendar invite!

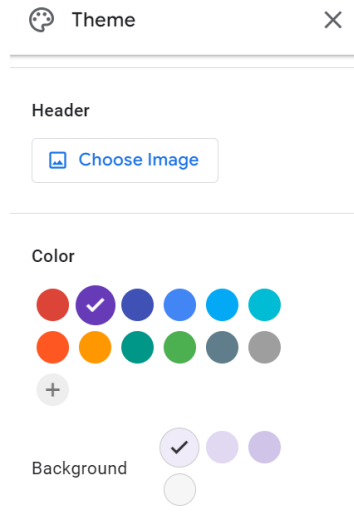
## Customizing the Theme/Colors and Fonts

1. Open the Theme Customization
  - a. In your Google Form, click on the palette icon (usually found in the top-right corner) to open the theme customization panel.



## 2. Customize the Theme:


- a. Colors: Select from a range of colors to change the background and accent colors of your form.



Theme X

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Header

 Choose Image

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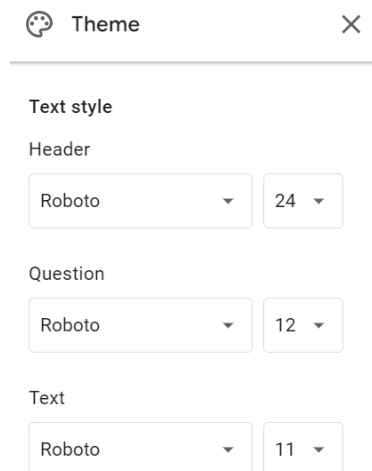
Color

12 color swatches in two rows. The first row has 6 swatches (red, purple with checkmark, blue, light blue, cyan, teal). The second row has 6 swatches (orange, yellow, green, dark green, grey, light grey). A '+' button is below the first row.

Background

3 background swatches: light purple with checkmark, medium purple, and light grey.

- b. Font Style: Choose from a variety of font styles to match the tone of your event.



Theme X

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Text style

Header

Roboto 24

Question

Roboto 12

Text

Roboto 11

## 3. Apply Changes:

- a. Once you've made your selections, the changes will automatically apply to your form, giving it a personalized look.

## DIY Resources for Event Promoting:

[DIY Templates](#) - The INFO DIY Templates page provides faculty and staff with customizable templates, including PowerPoint presentations, certificates, research posters, letterheads, and flyers, designed to align with the university's brand guidelines.

Please note that if you are creating a flyer for anything that is under UMD's umbrella, it must follow UMD brand and accessibility standards.

For any questions or concerns related to branding, feel free to reach out to INFO Comms at [infocomm@umd.edu](mailto:infocomm@umd.edu). INFO Comms can assist you in following branding guidelines.

[Brand Toolkit](#) - The UMD INFO Brand Toolkit provides guidelines, logos, templates, and resources to help faculty and staff align with the university's branding.

## Advertising Your Event

For those looking to advertise their events, there are several options available. You may use email reflectors that target specific groups, such as **infofac**, **infostaff**, and **academic program lists**, *provided that your event is applicable and of interest to the group you are emailing*. **Please refrain from using any moderated listservs, such as INFOANNOUNCEMENTS**, for advertising purposes, as these are not intended for event promotion.

**Please note:** If you are hosting a **DIY event**, you are responsible for promoting it independently, using personal or group social media, email, and other channels. Please note that the **INFO website calendar** cannot be used for DIY event promotion. Additionally, promotion through **INFO Events**, **INFO Research Support Team**, or **INFO Communications** is not generally available.

## Event Modality/Event Planning Resources

*Online/Zoom:*

### How to Set up a Zoom Meeting

**Please Note:** If you are in need of a Zoom **Webinar**, instead of a Zoom Meeting, please contact the Div IT [Request Form](#). Consult the [Webinar Guide](#) for further instruction.

1. **Sign In** – Go to [umd.zoom.us](https://umd.zoom.us) and log in using your UMD CAS credentials.



2. **Schedule a Meeting** – Click "**Schedule a Meeting**" and enter the meeting details (title, date, time, duration).



- 3.

A screenshot of the Zoom meeting scheduling form. It includes the following fields: "Topic" with the text "My Meeting"; a "+ Add Description" link; "When" with a date picker set to "06/27/2025", a time picker set to "2:00", and a PM/AM toggle set to "PM"; "Duration" with a dropdown set to "1" hour and "0" minutes; "Time Zone" with a dropdown set to "(GMT-4:00) Eastern Time (US and Canada)"; a checkbox for "Recurring meeting" which is unchecked; and "Invitees" with a text input field containing the placeholder "Enter user names or email addresses".

4. Registration ☐ Required

5. **Set Meeting Options** – Choose video/audio settings, enable Q&A, set up automatic recording, enable a waiting room if needed, adjust security settings, and assign Alternative Hosts if someone needs to run the meeting in your absence. Click "**Save**" when ready.



Video Host ☐ on ☒ off  
Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both  
Dial from **United States**

Options Hide  
☒ Allow participants to join anytime  
☐ Q&A

Save Cancel

6. **Edit and Add Features** – After saving, you can edit meeting details, add attachments, and create polls or quizzes.

[My Meetings](#) > [Manage "My Meeting"](#)

Details Attachments Polls/Quizzes Live Streaming

7. **Copy the Invite Link** – Click **"Copy Invitation"** to share the meeting link with participants.

Invite Link <https://umd.zoom.us/j/3433674354?pwd=eMyDLHQ45iFz6ly5MYvzLbjuOerbFN.1&omn=92879362128>

8. **Add to Google Calendar** – Alternatively, click **"Add to Google Calendar"** to generate an invite with the meeting link, which you can share directly through the calendar event.

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

9. **Start the Meeting** – When it's time, go to **"My Meetings"** and click **"Start"**.

Start  Copy Invitation Edit Delete

## How to Set up and Share a Zoom Registration

1. **Sign In** – Go to [umd.zoom.us](https://umd.zoom.us) and log in with your UMD CAS credentials.



2. **Schedule a Meeting** – Click **"Schedule a Meeting"** and fill in the meeting details (title, date, time, duration).



- 3.

Topic

[+ Add Description](#)

When

Duration  hr  min

Time Zone

☐ Recurring meeting

Invitees

4. Registration ☐ Required

5. **Enable Registration** – Scroll to the **"Registration"** section and check the box **"Required"** to enable registration for your meeting.

Registration ☒ Required

Meeting ID ☒ Generated ID 928 7936 2128

6. **Save the Meeting** – After filling in the details, click **"Save"**.



7. **Copy the Registration Link** – Once the meeting is saved, you'll see the **"Registration Link"**. Copy this link to share with your participants.

Registration Link <https://umd.zoom.us/meeting/register/xFCa4JUUTtjuK3yuhR9hw>

8. **Customize Registration Options** – You can tailor your registration settings by choosing the following options after clicking on “edit” Registration Options:

- **Approval Type:** Choose either **Automatic Approval** (all registrants are approved immediately) or **Manual Approval** (you approve or deny each registrant).
- **Custom Questions:** Add custom questions to collect more information from participants (e.g., name, email, organization).
- **Send an email to the host:** Notify the host when a new participant registers.
- **Close registration after the meeting date:** Automatically close registration after the meeting date.
- **Allow registrants to join from multiple devices:** Let participants join from more than one device.
- **Restrict number of registrants:** Limit the number of registrants for the meeting.
- **Show social share buttons on the registration page:** Allow registrants to share the event on social media.
- **Show join info on the registration confirmation page:** Display the meeting join details on the confirmation page after registration.

## Registration

**Registration** Questions

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**When participants submit registration**

☒ Automatically Approve ?

☐ Manually Approve ?

**Other options**

☐ Send an email to host

☐ Close registration after meeting date

☒ Allow registrants to join from multiple devices

☐ Restrict number of registrants

☒ Show social share buttons on registration page

☒ Show join info on registration confirmation page ?

**Save All** Cancel

9. **Branding your Registration Page** – Under the "Branding" section, you can upload your banner and/or logo to display on the registration page and the confirmation emails. This helps maintain a consistent look and feel for your event.

- Upload a banner to be displayed at the top of your invitation/registration page.
  - Image requirements:
    - GIF, JPG/JPEG or 24-bit PNG
    - The suggested dimensions: 640px by 200px
    - The maximum dimensions: 1280px by 1280px
    - Maximum file size: 1024KB

## Banner

Your banner is displayed at the top of your invitation page.

Upload

Image requirements:

- GIF, JPG/JPEG or 24-bit PNG
- The suggested dimensions: 640px by 200px
- The maximum dimensions: 1280px by 1280px
- Maximum file size: 1024KB

- Upload a logo to be displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting.
  - Image requirements:
    - JPG/JPEG or 24-bit PNG
    - The suggested dimensions: 200px by 200px
    - The maximum dimensions: 600px by 600px
    - Maximum file size: 300KB

## Logo

Your logo is displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting.

Upload

Image requirements:

- JPG/JPEG or 24-bit PNG
- The suggested dimensions: 200px by 200px
- The maximum dimensions: 600px by 600px
- Maximum file size: 300KB

**10. Share the Registration Link** – Share the registration link with participants via email, messaging, or other methods. When participants click on the link, they'll need to register before joining the meeting.

Registration Link

<https://umd.zoom.us/meeting/register/xFCa4JUUTtjuK3yuhR9hw> 

## Hybrid/In-Person

### How to make Room Reservations

#### Before Booking

- Please ensure that all reservations are made with confirmation from the specific building's events team, in order to confirm fire marshal laws and code regarding your event.
- Ensure that the building that has been selected has enough seating for the suggested event.

- Floorplans and information regarding specific buildings can be found on the [building inventory](#).
- **INFO Rooms/Spaces (Patuxent, Hornbake Library)**
  - **Patuxent Building (PTX) OR Hornbake Library Building (HBK)**
    - **Who to contact for reservations** - INFO faculty and researchers should contact [infofm@umd.edu](mailto:infofm@umd.edu) to request a room reservation
    - **How to request a room in PTX or HBK** - To request a room reservation in PTX or HBK, follow these steps:
      - Confirm your Event Details - Ensure you have the following details ready before reaching out:
        - Event title, date, and time
        - Expected number of attendees
        - If IT assistance is needed or not for your event
      - Email [infofm@umd.edu](mailto:infofm@umd.edu) - Send an email to the INFO FM team (also located in Hornbake 0201).
      - Once the request has been sent through their email, the request will be reviewed by the appropriate facilities staff member.
      - You will receive a confirmation email from a FM staff member, along with further clarification questions as needed.

#### **Timeline for requests**

- Submit your request as soon as possible. Earlier submissions have a higher chance of getting their selected rooms. We recommend reaching out at least a month in advance.

#### **Additional notes**

- Please submit to [infofm@umd.edu](mailto:infofm@umd.edu) - do not submit requests directly to FM staff members

**Please note:** If you're interested in learning more about a classroom's features, such as seat capacity, room layout, and AV technology, you can explore [25Live](#) to view room information and photos. Managed by Course and Classroom Scheduling Services (CCSS), 25Live is an online scheduling system for UMD general-purpose classrooms. It allows users to view classroom features and availability.

If you wish to submit a reservation or access additional functionalities, you will need to contact someone with a 25Live account. They can assist with your inquiries and room reservations. Access to certain features is

restricted to account holders, ensuring that only authorized individuals can manage these details.

Feel free to contact:

- Joan Cole - [jcole124@umd.edu](mailto:jcole124@umd.edu)
- Cecilia Penn-Diallo - [cpdiallo@umd.edu](mailto:cpdiallo@umd.edu)

- **Rooms/Spaces Outside of INFO**

- **Brendan Iribe Center (IRB)**

- Who can reserve a room in Iribe?**

- INFO faculty and researchers can submit requests through the CS department's dedicated [Meetings and Events Submission Form](#)

- Who to contact for reservations?**

- INFO researchers should contact the CS Department through the dedicated [Meetings and Events Submission Form](#)

- How to request a room at IRB?**

- To request a room reservation at Iribe, follow these steps:
        1. Confirm your Event Details - Ensure you have the following details ready before reaching out:
          - a. Event date and time
          - b. Expected number of attendees
          - c. Preferred room setup (if applicable)
        2. Fill out the [Meetings and Events Submission Form](#)
          - a. The form requires the following information
            - i. Your organization or company (UMD affiliation)
            - ii. Primary contact Name, Email Address, and Phone Number
            - iii. Event Name
            - iv. Event Type
            - v. Preferred Date
            - vi. Access Time, Event Start Time, Event End Time, and Breakdown Time
            - vii. Requested Rooms
            - viii. Description of Event
            - ix. Approximate Number of Anticipated Attendees
            - x. Type of attendee attending the event
            - xi. Attendee information
            - xii. Featuring companies or corporate partners
            - xiii. Food and reception
            - xiv. Equipment and audiovisual needs
            - xv. Additional services needed
        3. Once the request has been sent through the Meetings and Events

form, the request will be reviewed by a CS Department Events Manager. You will receive a confirmation email, along with questions to further flesh out your request.

### **Timeline for requests**

- Submit your request as soon as possible. Don't wait until your event is confirmed.

### **Additional notes**

- There is no guarantee that the rooms in Iribe will be available on your preferred date. Please have a few backup dates in mind. Classroom scheduling takes priority.
- If you anticipate needing a room, reach out well in advance to ensure availability.
- Classrooms are not allowed to have food served in them.

### **○ Edward St. John Learning & Teaching Center (ESJ):**

#### **Who can reserve a room in ESJ?**

- INFO faculty and researchers cannot submit requests directly but may go through designated administrative staff. Only a limited number of people have access to make reservations through [25Live](#). They can view room availability (in any academic building) and request space.

#### **Who to contact for reservations?**

- INFO researchers should contact one of the following administrative staff members to request a room reservation:
  - Joan Cole - [jcole124@umd.edu](mailto:jcole124@umd.edu)
  - Cecilia Penn-Diallo - [cpdiallo@umd.edu](mailto:cpdiallo@umd.edu)
  - Jen McGovern - [jmcdona@umd.edu](mailto:jmcdona@umd.edu)
  - Anthony Ross - [aross113@umd.edu](mailto:aross113@umd.edu)

#### **How to request a room at ESJ?**

- To request a room reservation at ESJ, follow these steps:
  1. Confirm your Event Details - Ensure you have the following details ready before reaching out:
    - a. Event date and time
    - b. Expected number of attendees
    - c. Preferred room setup (if applicable)
  2. Email an Administrator - Send an email to one of the designated administrators listed above. For the Administrator to book a space on your behalf, please make sure to include
    - a. Event name

- b. Date and time
  - c. Room preferences (if any)
  - d. Any additional needs or considerations
3. Once the request has been sent through [25Live](#), the request will be reviewed by the UMD Academic Facilities Operations Manager who will approve the request if the space is available. You will receive a confirmation email.

### **Timeline for requests**

- Submit your request as soon as possible. Don't wait until your event is confirmed.
- After May 13, the reservation system shuts down until the end of July to prioritize classes. Please keep in mind that ESJ is a popular building for classes at the University.

### **Additional notes**

- Administrative staff have limited availability to process room reservations, as classroom scheduling takes priority.
- If you anticipate needing a room, reach out well in advance to ensure availability.

### **● Payment Options for Rooms/Spaces**

- **INFO College spaces:** These spaces are available **free of charge** for INFO faculty and staff when hosting research events.
- **Spaces outside of INFO:** When reserving spaces outside of the INFO College, there may be associated charges.
  - These can include:
    - Room/Space Rental Fees: Costs associated with using the facility.
    - IT Support: Fees for on-call support or room setup to ensure technological needs are met.
    - Additional Resources: Charges for extra tables, chairs, hall space, tablecloths, and other necessities.
- All on-campus locations accept payment through one's Kuali Financial System (KFS) number
  - KFS has been recently **replaced** by Workday's USource number
- **How to find your USource number**
  - Log in to [UMD Workday](#)
  - In the Workday search bar, type "KFS Account to Driver Worktag"
  - Enter the KFS number of your group
  - Workday will provide you with the matching USource number
- **How to pay for rooms/spaces**
  - If the room request provides a box on their events form for KFS or Workday USource, provide them with the appropriate number
  - If the related room/space events coordinator requests the KFS or



Workday Usource, provide them with the appropriate number

- **Additional notes**
  - On campus rooms/spaces should not require the use of a procurement card (P Card) or travel card (T Card).
    - Please contact your business managers if this is the case

## IT Support

- **How to submit an IT request**
  - **IT Support for INFO Spaces:** To request technology support for events (laptops, microphones, screens, etc.), follow these steps:
    1. Send an email to [infotechsupport@umd.edu](mailto:infotechsupport@umd.edu) with the following details:
      - a. **Event Name, Date & Time, and Location**
      - b. **On-Site Contact Person** (for any questions IT may have)
      - c. **Equipment Needed & Quantity** (e.g., laptops, microphones, TVs, PA system, etc.)

### Important notes:

- If you are uncertain whether a room/space can accommodate a specific IT request, please consult with IT Tech Support. They can verify if the desired room meets your technical needs, as some rooms may not support certain IT requests.
  - Submit your request **at least two weeks before the event** to ensure proper support.
  - If you'd like to request non-technology items (chairs, tables, podiums, etc.), contact the **Facilities Team** at [infofm@umd.edu](mailto:infofm@umd.edu).
- 
- **Technical assistance during events:** If you anticipate any technical issues or experience difficulties during your event, you can:
    - **Respond to the existing IT support ticket** (sent to [infotechsupport@umd.edu](mailto:infotechsupport@umd.edu)) for the event.
    - **Contact IT via Google Chat (Gchat):**
      - [aolivero@umd.edu](mailto:aolivero@umd.edu)
      - [dadams01@umd.edu](mailto:dadams01@umd.edu)
      - [hawleycd@umd.edu](mailto:hawleycd@umd.edu)
    - We recommend consulting with IT to confirm their availability for the event day, including the possibility of having someone on-site during the evening, early morning, or weekend if necessary. Ensure that clear expectations are established before the event is held.

- **IT Support Outside of INFO Spaces:** Unfortunately, INFO IT support **does not** manage classrooms or meeting rooms outside INFO spaces. For help with these locations, contact **DIT**:
  - **Phone:** 301-405-1500
  - **Email:** [itsupport@umd.edu](mailto:itsupport@umd.edu)
  - **DIT Services:** Notify DIT in advance about your event. They offer **on-site support** during the event for a **small fee**.

## Event Clean-Up

- Please make sure all event spaces are returned to their original condition and setup after use. Each space should be restored to its initial arrangement.
- Excess food should be offered to interested parties, placed in an available and permitted refrigerator, or disposed of.
- Please ensure that **trash removal has been coordinated** with the building and/or events team where the event is being held. University facilities management can be contacted via their [service form](#).
  - If this is a smaller event, ensure that available trash cans are not overflowing **during and after the event**.
  - For larger events, have a designated trash individual who can assist in emptying the trash cans and placing them where facilities have requested. This should be done **during and after the event**.
- To ensure a smooth process, please coordinate within your teams to assign setup, support, and breakdown responsibilities. Clear communication and shared accountability will help maintain the space and streamline event operations.

## Food

- Ordering catering
  - UMD catering
    - **Delivery and pickup options**
      - [Goodies to Go](#) - Goodies2Go offers budget-friendly drop-off catering at the University of Maryland, providing hot and cold meal options for breakfast, lunch, dinner, and snacks.
      - [Stamp Food Court Catering](#) - STAMP Food Court Catering brings brand-name quick-service favorites to your on-campus event, including fresh sandwiches, wraps, salads, beverages, and desserts.
      - [Maryland Dairy](#) - The Maryland Dairy at the University of Maryland offers handcrafted ice cream and catering

services for on-campus events. They provide a variety of ice cream options, including sundaes, root beer floats, hand-spun milkshakes, half-gallons, and 3-gallon tubs. Flavors rotate regularly, with some certified kosher

- [Maryland Bakery](#) - Maryland Bakery at the University of Maryland offers fresh, custom-baked goods for various occasions, including birthday cakes, pastries, and specialty desserts

- **Full-service catering**

- [Good Tidings Catering](#) - Good Tidings Catering at the University of Maryland offers full-service event catering, including custom menus, bar service, décor, and event coordination. Good Tidings can handle setup, logistics, and personalized event planning for gatherings of all sizes.
- [Mulligan's Catering](#) - Mulligan's Grill & Pub, located in the Maryland Golf Course Clubhouse, offers elevated clubhouse food in a light-filled dining area. It's an ideal spot for post-golf meals or a casual stop from campus with bar food favorites and happy hour pricing. The Clubhouse Catering options include formal dinners, buffets, and casual dining with upscale local cuisine and golf course classics. The clubhouse features a banquet room, covered patio, outdoor spaces, and a private conference room, making it a great venue for events.

- **Outside catering**

- **What do I need to do to make an order?**

- To make an order, have the following information ready for the [INFO Admin Team](#):
  - i. Date of the Event
  - ii. Delivery time for the food
  - iii. Location for food to be delivered (Full Street Address and Room Number)
  - iv. Name of specific restaurant/catering company that you would like to order from
  - v. A list of items to be ordered with specific amounts for each item
  - vi. A contact name, phone number, and email of the person responsible for

picking up the food

- Orders can be placed on the [EZCater](#) website

### ■ **Payment options**

- Payment for outside catering is made on the Travel Card (TCard)
  - After a catering request has been made with all relevant information provided, a TCard holder (from [INFO Admin](#) or otherwise) will place the order utilizing their TCard and confirm the order
  - TCard payments will then be linked to the related KFS or Workday USource number
  - Please provide the account number that you want funds drawn from

### ○ **Receiving food/delivery**

#### ■ **Where to pick up food?**

- Food pickup location varies by building
- Please work with the INFO Admin Team to confirm a pickup location
- **Hornbake**
  - For Hornbake Library, the easiest location to pick up food is the Hornbake Library Loading Dock
  - Include this message in your ordering notes for easier delivery:
    - i. “Please deliver food to the Hornbake Loading Dock. To get to the loading dock, on Regents Drive, turn into the road between the Geology Building and the Plant Science Building, Please contact **[Your Phone Number]** for more information if needed.”

#### ● **Additional notes**

- Not all outside catering services have been to UMD, and will have trouble finding the correct location. Always provide a phone number from the on-site contact, in order to ensure proper delivery

### ■ **Who is responsible?**

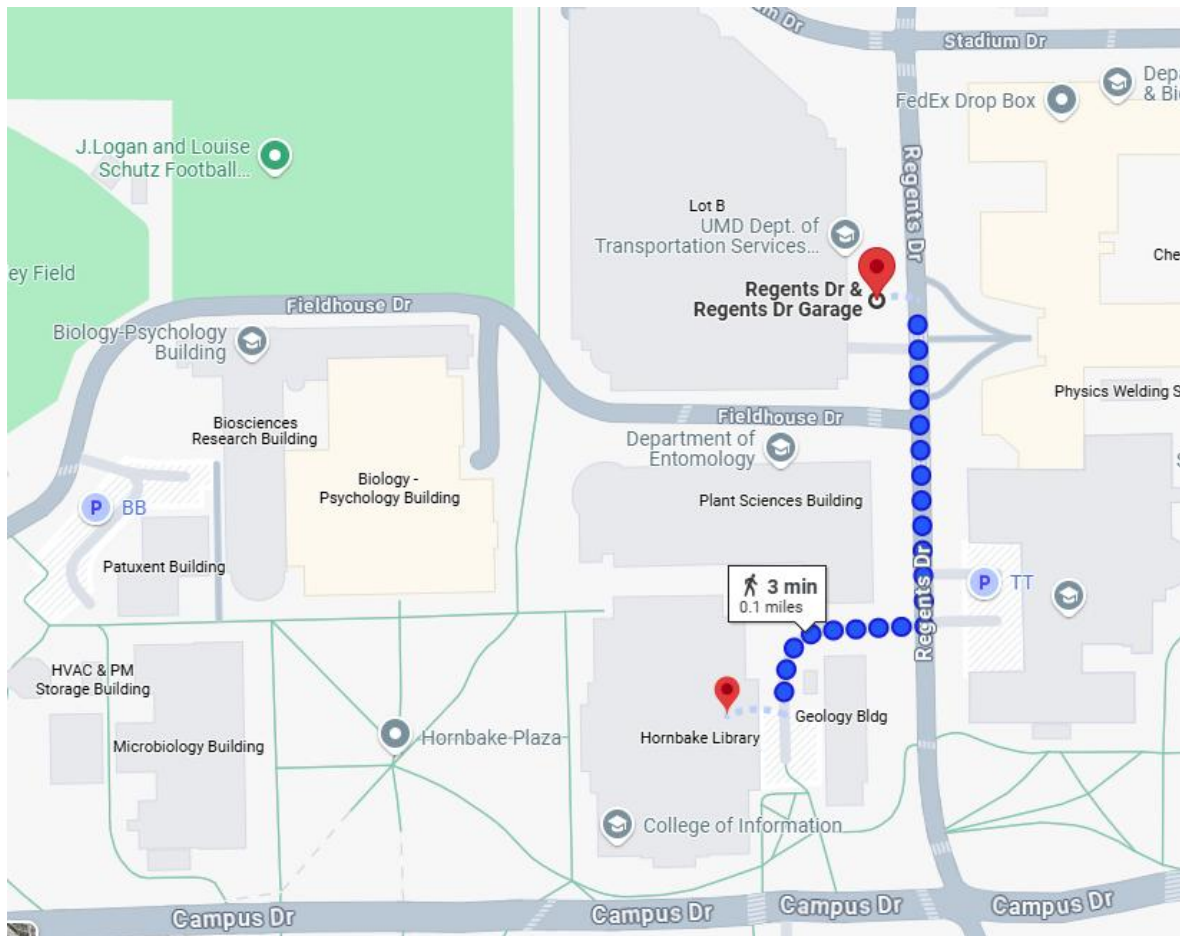
- The determined on-site contact is responsible for receiving the food and an itemized receipt

■ **Additional notes**

- All purchases made on a TCard require an **itemized receipt** and an **attendance list**.
  - **Please provide these items to the INFO Admin Team via email.**

● **Parking Information**

- **Where can visitors park?** The Regents Drive Garage (**8056 Regents Dr, College Park**) is located near the Hornbake Library, the Plant Science, and Geology buildings.



The Pay Station **Visitor Parking** is on the top floor of the Garage, and they are numbered. Hours of operation are 7:00 AM to midnight daily unless otherwise noted on the meter. Except for Labor Day. Meters are not enforced on [university-observed holidays](#).

**Free Parking:** Free parking is available in many campus lots, including **Regents Garage**, which is **unrestricted after 4:00 PM** on weekdays and weekends. However, even after 4:00 PM, if you park in **Visitor Parking areas (on the roof)** within Regents Garage, **fees will still apply**.

**Lots with Black Text Signage:** Lots with signage in black text are unrestricted and free after 4:00 PM on weekdays and all day on weekends.

**Lots with Red Text Signage:** Pay attention to signs with **red text** as they may indicate unique restrictions that apply even after 4:00 PM.

**Specially Designated Spaces:** Certain spaces may be designated for specific uses, such as reserved parking for events, disabled parking, or

#### BLACK VS. RED

Signs with black text are unrestricted after 4:00 p.m. on weekdays and weekends. Lot signs with red text have unique restrictions.



service vehicle parking. These spaces remain restricted regardless of the time.

**Game Day Parking:** It's crucial to be aware that Regents Garage **will not be available** for parking during football and basketball games or other major events at the University of Maryland. The Department of Transportation Services (DOTS) sets up a schedule for parking availability during such events.

- Check the [UMD Athletics Department](#) website for the latest schedule of games and events.
- Check the [DOTS website](#) for information on parking restrictions and alternative parking options during events.
- If Regents Garage is unavailable, explore other parking garages or lots on campus.

#### **Rates:**

\$4 per hour, with a \$20 daily maximum

#### **Pay Stations:**

Pay stations accept:

- Credit/debit card
- Validation/pin codes

You can pay for visitor parking through the [Parkmobile app](#) in many visitor parking zones.

If you only need to park for 15 minutes or less at a pay station, you may park for free! You still must visit the pay station to enter your space number, but you will not be charged for your transaction.

### **How to Use the Pay Station:**

1. Park in any space in any pay station-controlled area; signs will indicate such areas on campus.
2. Remember your license plate number; you will need to enter it at the station.
3. Locate the closest pay station.
4. Press [OK] button to start.
5. Select a payment method (card or validation PIN code).
6. Enter your license plate number.
7. Enter the amount of time.
8. Insert payment (card or validation PIN code).
9. Take receipt.

### **Credit Card Meters**

Credit card meters **do not accept cash**. Meter durations vary throughout campus and maximum hours (30 minutes, 2 hours, all day, etc.) are printed on each meter.

### **Refunds:**

DOTS does not issue refunds or change for completed transactions.

Please report malfunctioning meters to the DOTS office by calling 301-314-3687 (4-DOTS). It is prohibited to park at a space with a malfunctioning meter. Money placed in a malfunctioning meter will not be refunded.

### **Requesting Parking Codes:**

#### **Who handles INFO Parking Codes?**

INFO College Parking Coordinator: Joan Cole: [jcole124@umd.edu](mailto:jcole124@umd.edu)

### **What you need to know:**

- Unlimited-use parking codes are available for visitors and can be used by as many people as needed.
- Parking codes expire on July 1 each year.
- Codes are charged to an account, so you'll need an account number when making a request.

### How to request a parking code:

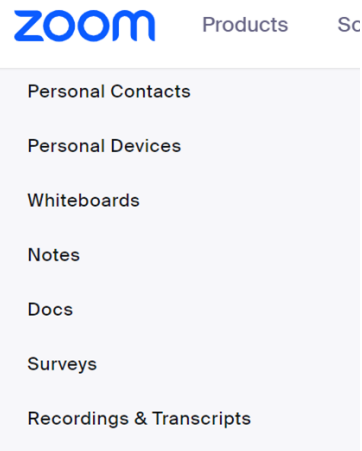
- Send an email to Joan at least 24 hours before your event. Make sure to include:
  - Event name and date
  - Number of visitors needing parking
  - Account number to charge the codes to

### How to use the codes:

Once you receive the codes, simply share them with your event attendees. They can use them at designated parking areas without any restrictions.

## Post Event Engagement

- Video Editing and Publishing
  - After completing a recorded Zoom Meeting or Webinar, recordings can be found on your local file on your personal computer (if selected), or on the Zoom Cloud Recording tab online
  - To reach the Zoom Cloud Recording tab:
    - Open your web browser to [umc.zoom.us](https://umc.zoom.us)
    - Select sign in



- Sign in via the CAS system
- Select “Recordings and Transcripts”
  - Select “Cloud Recordings”

Recordings and Transcripts

[Cloud recordings](#) Shared with me Computer recordings Transcripts Trash

- To edit videos for the College of Information:
  - Login to Canva using the “Sign in via Google” button



- Link to Canva website: <https://www.canva.com/>
- Request the College of Information starting video wrap from the College of Information Comms team via comms email: [infocomm@umd.edu](mailto:infocomm@umd.edu)
- Trim the beginning and end of the Zoom video to desired start and end scenes of the meeting/talk.
- Insert and trim the INFO Comms starting video wrap to begin before the Zoom meeting video clip
- When finished, send to INFO Comms via [infocomm@umd.edu](mailto:infocomm@umd.edu) for checking and publishing on the INFO College YouTube
- Further Canva Assistance Tutorials
  - [Beginner's Guide](#)
  - [Create and Edit Videos](#)
    - [Trimming Videos](#)
    - [Adding Animations](#)
  - 
  - **Any further questions and/or assistance regarding Canva should be directed to [infocomm@umd.edu](mailto:infocomm@umd.edu)**