

Student Centers Administration (M/C 117)
Room 214 UIC Student Center East
750 South Halsted Street
Chicago, Illinois, 60607-7011

July 29, 2005

Announcement of the Closing of the UIC Office of Conferences and Institutes

The UIC Office of Conferences and Institutes will close at the end of business on Wednesday, August 31, 2005. The timing of this action coincides with the retirement of Jane Whitener, who founded the office and has directed it throughout its 30-year history. Jane's retirement, and the retirement or departure of other key staff members, coupled with reductions in funding, led to this decision.

Through the coordinated efforts of several UIC departments, services previously offered in support of campus initiatives and conference-related services will continue to be available.

- For programs using campus facilities, Meetings and Conferences can assist with the selection and scheduling of meeting space and related services such as setup, audiovisual, and catering. During summer months, they can also assist with on-campus housing for conference guests. [214 UIC Student Center East; (312) 413-5040; Director – Roslyn Pitts (312) 355-6532, rospitts@uic.edu]
- For assistance in the development and facilitation of workshops and institutes please contact External Education . External Education, in collaboration with Meetings and Conferences, will also provide consultation to UIC colleges and departments for conference planning. [1333 S. Halsted, Suite 205; (312) 355-0423; Executive Director – Mary Niemiec, mniemiec@uic.edu]
- The Office of Business and Financial Services can provide guidance in conducting searches for off-campus event venues and confirming related contractual agreements. [Contact: Arlene Shorter, Contract Coordinator, Purchasing, 319 MB, (312) 413-4068, shorter@uic.edu]
- Finally, there are a number of outside entities that provide event planning and management services. The Chicago Convention and Tourism Bureau has a free service that can provide referrals, or help find meeting space and sleeping rooms, based on your needs. [Contact: Ruth Klimasara, Sales Manager, (312) 567-8501, rklimasara@choosechicago.com]

Questions regarding the closing of the Office of Conferences and Institutes or about services in support of conference planning may be directed to Robert Rouzer, Director of Student Centers and Acting Assistant to the Vice Chancellor for Student Affairs, (312) 413-5111, rmrouzer@uic.edu