Department of Urban Studies and Planning
Event Planning Suggestions

This document contains a number of suggested steps when planning for an event at the Department of Urban Studies and Planning at MIT.

Check Availability – Try not to schedule your event at the same time and date as other departmental events – check the internal DUSP Calendar (Google) and the MIT Events DUSP Calendar.

Request a Room – Use CRON’s SA+P Room Reservation System (Certificates Required) to find a SA+P room that is has capacity, the amenities, and is available during the time of your event. By clicking on room numbers, you will be able to see a calendar of availability and complete a request for your event.

Contact HQHelp – Email hqhelp@mit.edu for logistic support for ordering catering for your event

Add Your Event to Social Media – Please create a Facebook event using your own account and add DUSP (@mit.dusp) as a co-host. By adding us as a co-host you will be able to instantaneously modify details for your event, as changes occur. We will also use the information you provide in your event description to publicize your event on DUSP’s social media channels and to add your event to the MIT Events Calendar. In addition, we will also share with relevant groups, including adding your event to SA+P’s weekly email.

*Publicity (group/mass) Emails and Graphic Design – We apologize in advance, but because of the number of events at DUSP we are unable to send mass emails to the DUSP lists or provide graphic design support for all events run by program groups, labs, and individual faculty members. If you would like a poster for your event, please consider using the DUSP Poster Template (available in both PowerPoint format and InDesign format). Detailed, illustrated instructions for quickly creating your own poster can be found here.