

## Institute Events

The mission of [Institute Events](#) is to meet the information needs of the MIT community, campus visitors, and the public; to promote a sense of community within MIT; and to support conferences and events that enhance MIT's role in the broader academic community. In AY2012, Institute Events comprised the Events and Information Center, the Community Services Office, and MIT Conference Services.

### Events and Information Center

Beyond serving as an information and welcome point for visitors, the Information Center plays an important role as a central information source for the MIT community. Over the past year, the staff assisted with the registration of 1,253 departmental events and 311 Lobby 7 kiosk registrations. In addition to answering and redirecting thousands of telephone and in-person inquiries, Information Center staff distributed 81,056 pamphlets, brochures, maps, guides, and catalogs. Staff also continued to oversee scheduling of the Bush Room, managing 589 reservations for that space.

There were 109 undergraduate student guides. Among them, they conducted public campus tours for 32,145 visitors, of whom 10,918 were prospective students. We received an 83% increase in the number of private tour requests, resulting in private group tours being given to 7,675 individuals, including 5,423 prospective students. The student guides also conducted Campus Preview Weekend tours for a record 2,035 visitors, of whom 1,135 were prospective students. In total, 41,855 visitors went on a campus tour and, of that number, 17,476 were prospective students.

In FY2012, Institute Events made arrangements for 21 groups comprising 87 special visitors from 24 countries, including Albania, Australia, Belgium, Brazil, Chile, China, Egypt, Germany, Hungary, Iceland, India, Indonesia, Italy, the Republic of Korea, the Netherlands, Portugal, Romania, Saudi Arabia, Singapore, Spain, Russia, Poland, Ukraine, and Uruguay. Of the 21 groups, 12 were visiting from governmental entities and nine were visiting from academic entities. There were three heads of state among the 87 special visitors and for these visits Institute Events both organized operations and supervised protocol. This year, MIT was privileged to welcome Sebastián Piñera Echenique, president of the Republic of Chile; Ólafur Ragnar Grímsson, president of the Republic of Iceland; and Dilma Rousseff, president of the Federative Republic of Brazil.

The scope of events in which Institute Events is involved continues to grow. During AY2012, the director and staff were involved with, or directly responsible for, the following events, visits, and programs:

- President Hockfield's welcome convocation for incoming freshmen and their families
- Ceremony of remembrance on the 10th anniversary of the September 11 attacks on the United States
- Community reception in honor of retiring executive vice president and treasurer Theresa M. Stone SM '76

- State of the Institute forum
- Budget deficit panel organized by faculty in the Department of Economics
- Dedication of Maseeh Hall
- Visit from Facebook cofounder and CEO Mark Zuckerberg
- Groundbreaking of 610 Main Street
- Regional meeting of the Advanced Manufacturing Partnership, an appointed federal committee cochaired by President Hockfield at the request of President Obama
- Community Winter Break in Lobby 7
- MIT–China Forum
- Announcement of edX, the new distance learning partnership of MIT and Harvard
- MacVicar Day reception
- Killian Award Lecture
- Gala dinner celebrating the McDermott Award in the Arts at MIT
- Announcement of the selection of L. Rafael Reif as MIT's next president
- Farewell events in honor of President Hockfield, including a community picnic on Killian Court, a gala celebration dinner, and a reception hosted by the Administrative Council

Commencement festivities began on Thursday, June 7, when 423 doctoral degree recipients received their academic hoods in a ceremony over which Chancellor Eric Grimson presided. The 146th Commencement exercises were held on Friday, June 8. Guest speaker Salman Khan '98 MEng '98, founder of the Khan Academy, addressed an audience of 2,494 degree recipients and 10,000 family members, alumni, and guests.

Staff within Institute Events include Gayle Gallagher, Ted Johnson, Joseph Coen, Rebecca Tyler, Lee Corbett, Kimberly Nelson, Judith Zinker, and Michael Berry '10.

### **Community Services Office**

The Community Services Office is home to the MIT Activities Committee (MITAC), the Quarter Century Club (QCC), the Association of MIT Retirees, Community Giving at MIT, and the MIT retirement dinner. These programs aim to optimize the work/life experience for faculty, staff, students, and retirees by providing opportunities to participate in social, educational, and cultural activities that strengthen the connection between MIT and community members.

During AY2012, MITAC and staff organized more than 250 cultural and recreational events. MITAC's total annual revenue exceeded \$566,000 (an increase of \$8,000 over FY2011), with 33,000 tickets sold on campus and Lincoln Laboratory. MITAC served 4,800 unique customers who enjoyed substantial savings (estimated at \$170,677) on

tickets purchased. MITAC's total customer base stands at 21,300. The introduction of TechCASH as a payment option enhanced the customer experience.

MITAC staff produces a monthly electronic digest (distributed to 17,890 employees and other interested MIT subscribers) and an electronic weekly newsletter (emailed to 8,608 enrolled subscribers). These communications are well-received, cost-effective, green, and drive traffic to the MITAC website, which receives an average of 5,600 visits per month.

A presidentially-appointed MITAC Advisory Council of 10 members was established in September 2010 and is chaired by professor Clifton G. Fonstad, Jr. The council provides guidance to the MITAC committee and program on Institute priorities, policies, business practices, long-range planning, and the administration of the employee benefit program. The council selected two major areas to concentrate on this past year: the exploration of a new ticket and inventory software system for online ticket sales and the development of comprehensive financial and marketing reports. The MITAC committee is led by conveners Cheryl Vossmer (on campus) and Janet Quinn (at Lincoln Lab).

The Quarter Century Club is composed of 4,034 active members, 177 of whom were inducted this year. Retiree Yvonne Gittens is the president of the QCC and led a 15-member board of directors. Since expanding its scope in 2010, the William R. Dickson Retiree Education Fund, one of the programs within the QCC administration, has experienced an increased number of applications. Twenty-one applicants to the fund in FY2012 were awarded \$8,728 in grants.

Community Giving at MIT is a charitable giving program that facilitates donations made by MIT employee and retirees to the MIT Community Service Fund, United Way of Massachusetts Bay and Merrimack Valley, and other health and human service agencies. In FY2012, the program further improved its website, reporting tools, and online giving options, including the addition of a donor sustainer option. The campaign raised \$250,656 (an increase of \$6,406) through donations made by 476 employees and retirees, with 85 percent of donors contributing online; these numbers reflect minor increases in donor and online participation from FY2011. Michael K. Owu '86, director of real estate in the MIT Investment Management Company, served as campaign chair and led a presidentially appointed steering committee of 12 faculty and staff members. The Association of MIT Retirees continued its organization of membership, travel, educational, and social programming, and initiated an ongoing memoir-writing workshop for the benefit of its 800 registered members. The Undergraduate Scholarship Fund established in 2006 has raised \$47,000 in member donations since its inception and has awarded five scholarships to MIT undergraduate students. The Association is an active member of the Boston Area College and University Retiree Associations and the Association of Retirement Organizations in Higher Education. Nancy Alusow and Joseph Collins serve as cochairs of the 19-member volunteer advisory committee. Jane Griffin stepped down as cochair after 10 years in this position, but she remains on the committee. Mr. Collins was elected as cochair in FY2012 to replace Ms. Griffin.

Kirk Kolenbrander, vice president and secretary of the corporation, hosted an MIT Retirement Dinner, which was attended by 60 retirees and their guests at the MIT Faculty Club. Two hundred 10 employees retired from MIT in the period of time spanning from January 2010 through September 2011.

The Community Services Office staff also supported the Investiture of Doctoral Hoods, Commencement, international and celebratory events, and other lectures and programs organized by Institute Events.

FY2012 staff members were Ted Johnson, Traci Swartz, Diane Betz Tavitian, Linda Olson, Michael Philbrick, and Chris Ronsicki.

### **MIT Conference Services**

MIT Conference Services (MITCS) provides logistical coordination and registration services to conferences, meetings, educational programming, and other events sponsored by MIT departments, faculty, and staff. This year, the office supported 41 programs that brought nearly 14,600 guests to campus and the surrounding area. During the academic year, MITCS also coordinated 167 recruitment presentations for organizations interviewing MIT undergraduates under the auspices of the MIT Career Development Center. In addition, the office served as the central booking point for more than 419 conferees staying in MIT residence halls in the months of June through August.

MITCS supported recurring events including the MIT Vice President for Finance Vendor Fair, the Annual Meeting of the MIT Council for the Arts, the Deshpande Center IdeaStream Conference, the MIT System Design and Management Systems Thinking Conference, and the Industrial Liaison Program Research and Development Conference. Support was provided to the office of Institute Events on the Advanced Manufacturing Partnership Second Regional Meeting, the Eugene McDermott Award in the Arts gala, and the 38th annual breakfast to honor the legacy of Martin Luther King Jr.. MITCS worked with many departments on special events including the Bill Mitchell Memorial Conference, the MIT Diversity Summit, the Rodney Brooks Symposium, and the SkTech Proposer's Workshop. International professional conferences hosted on campus included the 7th International Conference on Kinetic Chemicals, the Royal Chemistry Society's International Symposia on Advancing the Chemical Sciences, and the 19th Particles and Nuclei International Conference, celebrating the centennial of the discovery of the atomic nucleus. Coordination services were again provided to summer youth activities, including the International Baccalaureate Summer Program offered by Oxford Study Courses, the Sally Ride Girls Science Camp, the idTech Camp and Programming Academy, and the Lead America Engineering and Robotics Conference.

Conference Services staff members during AY2012 were Cathi Levine, manager; Eva Cabone, Nicole Silva, and Lynne Lenker. MIT retiree Virginia Lauricella continued to provide valuable support to the team.

**Gayle M. Gallagher**  
**Senior Director for Institute Events and Protocol**