

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 AY2012–2013, Institute Events comprised the Events and Information Center, the Community Services Office, and MIT Conference Services.

Academic Year 2013 was a very full one for Institute Events. In addition to its regular schedule, the department took primary responsibility for two events of particular significance to the Institute. On Friday, September 21, 2012, the global family of MIT gathered on campus for the inauguration of MIT's 17th president, L. Rafael Reif. The ceremony opened with an academic procession highlighting the breadth of the MIT community: senior officers, faculty, MIT Corporation members, and selected staff, student, and alumni leaders were invited to march. Delegates from colleges, universities, and academic associations around the world joined the procession. The program included remarks on behalf of the academic community presented by Drew Gilpin Faust, president of Harvard University; performances by MIT musicians; the investiture conducted by John S. Reed, chairman of the Corporation, along with MIT presidents emeriti Susan Hockfield, Charles M. Vest, and Paul E. Gray; and President Reif's inaugural address.

The ceremony was part of a week of celebration that included an evening with Caracas Brass, an ensemble of the Simón Bolívar Youth Orchestra, three academic symposia organized by MIT faculty (Infinite Innovation, A Globally Engaged MIT, and The Future of Education), and a community festival that drew a crowd of 6,000 people and comprised the Beaver Dash (five kilometers and a few Smoots long to benefit Habitat for Humanity), the Around the Dome Campus Quest, and the Inaugural Global Barbecue.

The MIT community was deeply affected by the Boston Marathon bombing in April and the subsequent murder of MIT police officer Sean Collier. With the support of colleagues across campus and the many vendors with which MIT has long-standing relationships, Institute Events was able to coordinate a memorial service the following week for the MIT and law enforcement communities. Vice President Joseph Biden and Senator Elizabeth Warren (D-MA) were among the speakers; James Taylor performed with MIT musicians. The tribute, held April 24, was attended by the Collier family, more than 5,000 faculty, staff, students, and alumni, and an estimated 8,000 members of law enforcement agencies from New England, the northeast, and beyond.

Events and Information Center

In addition to serving as an information and welcome point for visitors, the Events and 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 1,663 departmental events and 369 reservations for the Lobby 7 kiosks and the new Infinite Panel displays. In addition to answering and redirecting thousands of telephone and in-person inquiries, Events and Information Center staff distributed 77,700 pamphlets, brochures, maps, guides, and other publications. Staff also continued to oversee scheduling of the Bush Room, managing 520 reservations for that space.

There are a total of 146 undergraduate student guides (an increase of 37 from FY2012). Between them, these students conducted public campus tours for 35,137 visitors (a 9% increase from FY2012), of whom 11,579 were prospective students. The office received 590 private tour requests, resulting in private group tours for 5,446 individuals, including 3,548 prospective students. The student guides also conducted Campus Preview Weekend tours for 657 visitors, 261 of whom were prospective students. In total, 41,240 visitors went on a campus tour and, of that number, 15,388 were prospective students.

In FY2013, Institute Events made arrangements for 18 groups comprising 102 special visitors from 17 countries (Afghanistan, Argentina, Brazil, China, the Czech Republic, Egypt, France, Greece, Haiti, Japan, the Republic of Korea, Namibia, the Netherlands, Pakistan, Russia, the United Kingdom, and Uzbekistan). Of the 18 groups, six were government groups, two were industry related, and 10 were academic in nature. Of the total of 102 visitors two were heads of state. MIT was privileged to welcome Laurent Lamothe, prime minister of the Republic of Haiti, and David Cameron, prime minister of the United Kingdom. For these special visits, Institute Events organized operations and supervised protocol.

The scope of functions for which Institute Events is responsible continues to grow. The director and staff organized the following events, visits, and programs during 2012–2013:

- A community ice cream social to welcome President Reif and Provost Kaiser to their new roles
- President Reif’s convocation for incoming freshmen and their families
- The presidential inauguration
- A community winter break
- The Institute Diversity Summit
- Online Learning and the Future of Residential Education, a one-and-a-half-day summit hosted jointly by MIT and Harvard University
- The Killian Award lecture
- The MacVicar Day dinner at Gray House
- A campus visit, including private laboratory tours and luncheon, for Cambridge City councilors
- A memorial service for MIT police officer Sean Collier
- A community spring picnic to honor Daniel E. Hastings, who stepped down as dean for undergraduate education at the end of the academic year
- A reception to honor Professor Ernest Moniz on his appointment as the United States Secretary of Energy

Commencement festivities began on Thursday, June 6, when 426 doctoral degree recipients received their academic hoods in a ceremony over which Chancellor Grimson presided. The 147th Commencement Exercises were held on Friday, June 7. Guest speaker Drew Houston ’05, cofounder and CEO of Dropbox, Inc., addressed an audience of more than 2,600 degree recipients and 10,000 family members, alumni, and guests.

Institute Events staff include Gayle Gallagher, Ted Johnson, Joseph Coen, Rebecca Tyler, Lee Corbett, Kimberly Nelson, Judith Zinker, and Michael Berry '10. The department acknowledges the valuable support of Malcolm Jones and Kristyn Maiorca '10 throughout the year.

Community Services Office

The Community Services Office moved in FY2013 to Building E38, where it continues to be home to the MIT Activities Committee (MITAC), the Quarter Century Club (QCC), the Association of MIT Retirees, Community Giving at MIT, and the biennial MIT retirement dinner. These programs aim to optimize the work/life experience for faculty, staff, students, and retirees by providing opportunities to engage in social, educational, and cultural activities that strengthen the connection between MIT and community members. The Community Services Office staff members provide important support to Institute Events overall, assisting substantially with the Investiture of Doctoral Hoods, Commencement, President Reif's inaugural celebration, and other lectures and programs organized by the department.

During FY2013, MITAC staff organized more than 250 cultural and recreational events, experiencing a banner year in revenue and number of customers served. MITAC's total annual revenue exceeded \$639,000 (an increase of \$73,000 over FY2012), with 35,403 tickets sold on campus and Lincoln Laboratory. MITAC served 5,032 unique customers who enjoyed substantial savings (estimated at \$184,808) on tickets purchased.

MITAC produces a monthly electronic digest (distributed to 18,000 employees and other interested MIT subscribers) and an electronic weekly newsletter (emailed to 9,000 enrolled subscribers). These well-received and cost-effective communications save valuable resources and drive traffic to the MITAC website, which receives an average of 6,242 visits per month.

MITAC benefits from participating in a program committee, led by conveners Cheryl Vossmer (Cambridge campus) and Janet Quinn (Lincoln Lab), and a presidentially appointed advisory council, chaired by professor Clifton G. Fonstad, Jr. The council provides guidance to MITAC on Institute priorities, policies, business practices, long-range planning, and the administration of the employee benefit program. The council focused on two major priorities this past year: the exploration of a new ticket and inventory software system for online ticket sales and the creation of MITAC's mission statement. As a result, MITAC completed the selection process for a comprehensive inventory/ticketing system which will be launched in FY2014. A mission statement to guide MITAC as it expands its services will also be completed in FY2014.

The Quarter Century Club (QCC) is composed of 4,113 active members, 170 of whom were inducted this year. Retiree Yvonne Gittens is the president of the QCC and led an 18-member board of directors during FY2013. Since expanding its scope in 2010, the William R. Dickson Retiree Education Fund, one of the programs within the QCC administration, continues to experience a robust number of applications. In FY2013, 17 applicants were awarded \$7,167 in grants.

Community Giving at MIT is a charitable giving program that facilitates donations made by MIT employees and retirees to the MIT Community Service Fund, the United Way of Massachusetts Bay and Merrimack Valley, and other health and human service agencies. This year, the program further improved its website, reporting tools, and online giving options. The campaign raised \$263,334 (an increase of \$12,678 from FY2012) through donations made by 516 employees and retirees, with 88% of donors contributing online; these numbers reflect minor increases in donor and online participation from FY2012. 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 for the benefit of its 800 registered members. The Undergraduate Scholarship Fund, established in 2006, has raised \$58,000 in member donations since its inception and has awarded six scholarships to MIT undergraduate students. The association made a \$5,000 donation to the Undergraduate Scholarship Fund in honor of L. Rafael Reif's inauguration as MIT's 17th president. 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.

The Community Services Office staff members are Ted Johnson, Traci Swartz, Diane Betz Tavitian, Linda Olson, and Michael Philbrick. Chris Ronsicki resigned from MIT this year; his position will be replaced in FY2014.

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 46 programs that brought nearly 14,000 guests to campus and the surrounding area. During the academic year, MITCS also coordinated 191 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 400 guests staying in MIT residence halls from June through August.

MITCS supported many recurring events including the seventh MIT Conference on Computational Fluid and Solid Mechanics, the International Genetically Engineered Machine World Competition, the Deshpande Center IdeaStream Symposium, the MIT System Design and Management Systems Thinking Conference, the sixth conference of MIT's Learning International Networks Consortium, and the MIT Senior Congressional and Executive Branch Staff Seminar. Support was provided to Institute Events for activities in conjunction with the inauguration of President Reif, the MIT-Harvard Online Learning Summit, and the MLK Breakfast. MITCS collaborated with many departments, centers, and labs on special events and professional conferences both on and off campus, including a series of SKTech Proposers Conferences, the MIT Diversity Summit, the 11th International Semantic Web Conference, the CDIO (Conceiving-

Designing-Implementing-Operating) Initiative's Engineering Leadership in Innovation and Design Conference, and the MIT Sloan Action Learning Conference. 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.

During academic year 2012–2013 Conference Services staff members included Cathi Levine, manager; Eva Cabone, coordinator; and Nicole Silva, who was promoted to events facilitator. Financial assistant Lynne Lenker retired in November and was replaced by Sudha Cheruku. Natalie Laney joined the office in the spring as an events assistant, and MIT retiree Virginia Lauricella provided invaluable support to the team.

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Senior Director for Institute Events and Protocol