



Joseph B. Martin Conference Center Reservation Pilot for FY23

As of March 7th, 2022, HMS faculty, staff and students are once again able to request space at the Martin Center for both education and special event programming that are Harvard Medical School sponsored. External requests are not being accommodated at this time. Beginning July 1, 2022, the Martin Center will begin accepting affiliated teaching hospital reservations for events taking place on or after September 6th, 2022 through June 30th, 2023.

Charges related to support of space use, Audio Visual and other ancillaries (i.e., security, parking, HUPD) continue to apply to all reservations at the Martin Center. The Martin Conference Center Office will be able to supply current pricing and availability.

Pursuant to the Martin Center re-opening, HMS leadership has made the decision to pilot provision of space prioritization to the Office of External Education (OEE) for space at the Martin Center. This pilot is intended to support HMS' growing academic portfolio of executive, continuing and postgraduate medical education for which the Martin Center offers the best solutions to OEE's programmatic and service level needs.

As a result of this change the following process will be observed:

- OEE FY23 programming has been scheduled at this time. To that effect, all requests that fall within FY23 (through June 30th, 2023) will be considered for reservation at this time, with first consideration given to HMS education departments.
- Requests falling beyond FY23 (July 1, 2023 and onward) will be held in order of receipt for consideration following the provision of the OEE FY24 programming calendar (anticipated in late Fall 2022) with education department requests receiving initial priority.
- FY24 requests will be responded to in Winter 2022, those that conflict with the OEE schedule will be made offer of alternative dates/space as appropriate at that time.

In late 2019, a review and revision of the Martin Center cost/pricing model was completed. Updates as a result of that exercise were to be implemented in 2020 but have been paused as related to the Center's multi-year pandemic closure. Please see below for a reminder of updates implemented which will remain in effect related to the re-opening:

- Rates for event support (*includes pre-planning assistance, room setup, room teardown, live event support, custodial/houseman services*) follow a multi-tier model with HMS Teaching Affiliates receiving a 25% discount, Harvard (non-HMS/HSDM) receiving a 35% discount and HMS/HSDM receiving a 50% discount.
- Audio Visual packages are customizable based on the space in use, the required technology and associated labor and can be quoted by the Conference Center team.
- Restaurant Associates remains the preferred caterer in the Martin Conference Center space and will assume responsibility for all special licensure and staffing required for your event.
- No catering minimums apply for Harvard programming taking place Monday-Friday, catering minimums will continue to apply for HMS Teaching Affiliates as well as for all weekend/holiday reservations requiring the opening of the kitchen.
- Rates for event support are based on a half day (7am-12pm or 1pm-6pm) or full day basis as relates to required labor and support.
- Use of space outside of operating hours: M-F, 8am-5pm may incur additional labor charges at the discretion of the Conference Office and M-F, 7am-7pm will incur additional security charges to be quoted by the Conference Office.
- Events falling on the weekend or on a University holiday will incur additional labor charges related to event support, AV, custodial/housemen, parking and security.
- The Bray Lecture Room has been designated as a complimentary meeting space for HMS programming. This amphitheater style space has 74 seats with lapdesk support. Please refer to the **CCHM Bray Reservation Policy** for more information.
- If another group has a room that you desire, you may not use your access to approach others who hold room reservations. All correspondence related to reservations should go through the Conference Center office to handle conflicts and cancellations/moves which will be dictated by your contract and managed at the discretion of the Conference Center office.
- For questions regarding outdoor space at the Martin Center, please refer to the **CCHM Outdoor Space Policy**.

In all instances the Conference Center team is available to work with you to plan and execute an event with the high level of service and production value that you are accustomed to in the Martin Center.