

Guide How to Host an Event in NITMB & SkAI Space

Guide for NITMB members and non-NITMB members. Northwestern and University of Chicago departments, centers, and institutes and local institutions are welcome to book based on availability. Pre-existing events will not be moved. This guide will be periodically updated.

Submit an Event Request

<https://app.smartsheet.com/b/form/d0814a0df8084db3aca2e0a45864f236>

All event requests must be [submitted via Smartsheet](#) for review by NITMB and SkAI. Anticipate an approval timeline of 7 business days. Events can be scheduled at NITMB 16 weeks to 2 weeks in advance. Pre-existing events cannot be moved to accommodate new events. We do not approve requests for events with less than 2 weeks to prepare.

Operating Hours

We are open 8:30a-5:00p Monday - Friday, excluding weekends and university holidays. Events may only be hosted within business hours.

Capacity

Auditorium (opens mid-June 2025): 150 people max

Conference rooms: 5 that seat 6-10, 1 that seats 12-25 people, 1 that seats 15-30

Kitchen and dining area: 50-75 people

Collaborative spaces: 9 breakout areas for 8-12 people

Coordinating with NITMB & SkAI

1. Considerations on using the space

Our spaces are integrated to promote collaboration, thus there are no private dining or multi-purpose banquet style facilities. These spaces are used by our NITMB and SkAI personnel daily. Please keep in mind that our personnel will need to use shared spaces while your event is in progress.

2. Access

- a. Submit your group list to access@nitmb.org one week prior to the event. Any late additions can be added by you via the One Day or Week-long passes Form, click [here](#) for the link.
 - i. Building passes are only valid for Monday - Friday 8:30a - 5:00p, excluding university holidays. Passes do not give weekend access. Please note that due to volume, expect your request to be processed within one business day. NITMB located in the John Hancock Center, entrance at 172 E. Chestnut, Suite 3500.
 - ii. You will receive two confirmation emails: 1.) Noreply@ivistor.com is notification from the John Hancock security system, 2.) "Smartsheet Automation from Kierra Hannon".
 - iii. The NITMB team will be notified from the John Hancock building that check-in at the front lobby.

- b. Any additional questions regarding access to the suite please email access@nitmb.org

3. Space & Amenities

- a. Kitchen and dining facilities have a catering support room with two refrigerator units.
- b. Reception has room enough for three people to sit.
- c. Coat closet can store both coats and suitcases.
- d. Wellness/Prayer room is reservable on Skedda.
- e. Gender neutral restrooms are available.
- f. Poster Boards and Easels – we have 20 of each available
- g. Event participants are welcome to schedule use of shared offices
 - i. To reserve individual meeting rooms at the NITMB and SkAI 35th floor suite, you can make the reservation on Skedda. If you would like to make a reservation before traveling to the suite, you can visit our NITMB website and make a booking under “space reservation”. Click the link [here](#).
 - ii. To create a Skedda account you can find the guideline on the NITMB website. Here is the link to instructions:
https://www.nitmb.org/_files/ugd/dffdea_1f34432b32dd495a8b9b5ba1c65861bb.pdf

4. Community Values & Code of Conduct

By hosting your event at NITMB and SkAI you agree to hold your event participants and organizers to the Codes of Conduct. <https://www.nitmb.org/code-of-conduct>

5. Catering

The tenant entrance at 172 E Chestnut Street lobby does NOT allow *any carts or wagons* through the lobby (yes, we've been reprimanded).

- a. If your catering is coming **from a catering service** and will be wheeled to the suite, they must use the loading dock. We have to schedule them at least 48 hours in advance, there are limited parking spaces. There is only a 1-hour time frame for the parking space. Caterer must provide a COI (Certificate of Insurance) to be on file with the building management 48 hours in advance.
- b. If **hand delivered** (e.g. pizza delivery), then meet outside the lobby. The building management is very strict about this. Then you can meet the delivery person outside of the Chestnut Entrance and hand deliver the catering upstairs.

6. Event Support

- a. Events that are not hosted by NITMB or SkAI must bring their own personnel to manage set up, welcoming, catering, A/V, poster sessions, and clean up. NITMB staff will assist with providing access to the Hancock building and the suite. We encourage you to view the space in person before your event. You are welcome to bring your event supplies to our suite before your event.
- b. NITMB and SkAI Staff office hours are 8:30am to 5:00pm.
- c. NITMB and SkAI Staff Support is available for NITMB and SkAI hosted events.
- d. Lost Items: If you believe you lost any items in the suite, please email the access@nitmb.org email.

7. Parking Instructions: 321 E. Erie St. Chicago, IL 60611 Garages C & D

- a. We can provide your participants with a pink discount coupon. The limit is 1 voucher at time, each good for 5 separate uses. Each usage provides up to 12 hours of parking for \$15.00. Vouchers only work in the Erie/Ontario garages (Lots C & D). When checking out at a parking kiosk enter your ticket then scan the voucher for the discounted rate to appear.
- b. Please note, if you go over the 12-hour time limit customer will be charged the maximum daily rate of \$50.00 at the Erie/Ontario parking garage. These coupons do not guarantee a parking space if the Erie/Ontario (Lots C & D) parking garage is full/closed. Customers must either find street parking or find alternative off-site parking. If you park at the Huron/Superior (Lot A) Parking Garage the discounted rate will not be honored and you will be charged at the regular daily parking rates up to \$58.00 maximum rate. These discounted parking coupons are to only be used for University work-related purposes. They are not to be used for personal purposes such as going downtown or to the lakefront, etc. on evenings, weekends, holidays, etc. Abuse of the daily discounted parking coupon program may result in loss of University parking privileges.