

## WHOI Conference and Meeting Services: Conference and Meeting Services

Effective April 1, 2008, the responsibility for conference and meeting services was returned to our in-house Meeting Services staff. This group falls under the leadership of Distribution Manager, Steve Senior. Our goal is to provide you with a level of service that allows you to focus on the content of your meeting instead of worrying about whether or not the refreshments will arrive.

In spite of this change the ordering process remains relatively the same. The most noticeable difference is the voice on the other end of the phone. Denise Barnett is our Meeting Services Coordinator. Her phone number is 2522. Her email address is [dbarnett@whoi.edu](mailto:dbarnett@whoi.edu). We have also kept the familiar phone number of 2202 and email address [conference@whoi.edu](mailto:conference@whoi.edu) which will connect you with Meeting Services as well. The Resource Scheduler is still the main tool to use for booking your meeting space and communicating your refreshment needs. Phone calls or emails directly to 2522 or 2202 or [conference@whoi.edu](mailto:conference@whoi.edu) are also an acceptable means of communicating your meeting needs.

All food and beverage requests put into the Resource Scheduler, placed over the phone, or received via email are handled by our Meeting Services Coordinator. Meeting Services is equipped to offer coffee service, as well as provide other soft drinks and related items. In addition, pickup and delivery of any food and/or meeting related items from an outside vendor can be arranged. If you choose to work independently with a caterer for your particular event, our Meeting Services staff will work with you to arrange for any service which the caterer will not, or cannot, provide. Please remember that you are free to use any caterer or food source that you desire.

We have put together a "pricelist" for the services and products that Meeting Services provides. To view the list, click on the WHOI Meeting Services Menu tab on the left side of the screen. The appropriate account number(s) will be charged as events occur. We will be able to provide you with an estimate for your function soon after you place your order.

We intend to maintain the Conference/Meeting Services website with current information that is user friendly. If there is something that you would like to see on this website which can be a benefit to the WHOI community with regard to meetings and conferences please do not hesitate to let us know.

Thank You,

Steve Senior

### Direct contact information

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Problems or questions about the site, please contact [webdev@whoi.edu](mailto:webdev@whoi.edu)