

Internal Event Registration Systems: What is going on around here?

Darlene Schlueter | *UC San Diego*

Tye Thede | *Arizona State University*

SESSION DESCRIPTION

As universities grow and more special events are produced across campuses, the need to capture the production details is important for the safety of all campus community members and visitors. Arizona State University and UC San Diego will share their established protocols and strategies for managing campus-wide event planning registration systems. They will also discuss how their registration systems increase campus safety, and efficiently notify campus administrators and police to better assess and mitigate risks.

This interactive discussion will highlight:

- Special Event Registry, Arizona State University
- Major Events Policy and Major Events Protocol, UC San Diego
- Interactive group discussion on best practices at other campuses

SPEAKER BIOS



Darlene Schlueter | *UC San Diego*

Darlene Schlueter has more than 20 years of event management experience at the University of California San Diego and is the Senior Director of Special Events and Protocol. Prior to joining the Special Events Team, she served as the Associate Director of Student Organizations Advising and Events, where she managed a variety of major campus-wide events for the Office of Student Affairs at the University. She supervised hundreds of student organizations, refined student organization protocols, and procedures, co-chaired the UC systemwide committee of student activities, and assisted with the launch of the campus-wide Major Events Protocol form. Most recently, she received a Lean Six Sigma Green Belt Certification. Lean Six Sigma's process improvement methodologies teach participants how to eliminate inefficient steps and activities. UC San Diego believes in the necessity of constantly improving and is a strong advocate of the Lean Six Sigma program.



Tye Thede | *Arizona State University*

Tye Thede, Director of Special Events and certified protocol officer in ASU's Office of University Events and Protocol has the expertise, connections and vision to lead his team to produce events that are innovative, memorable, and impactful.

Thede has over 25 years of high-profile university event management experience and is exceptional at problem solving, creativity, and flexibility to produce high level and high quality events. He excels at logistics and

SESSION DESCRIPTION & SPEAKER BIOS



operations, relationships and teamwork, and his attention to detail means that events and meetings are flawless from concept to completion.

The department is responsible for planning and executing large scale events to small, yet vital meetings which support the President's office and advances the University's mission and goals. The Office of University Events and Protocol also coordinates high level university meetings, high profile visits, as well as event consultation with countless internal and external departments. His office also serves as a home for the ASU Meeting and Event Coordinators and Associates (MECA) organization, assisting ASU event professionals on a variety of areas.