

### ***Building and Developing a Successful Events Team***

**Matthew Regan** | *Boston University Questrom School of Business*

#### **SESSION DESCRIPTION**

New to managing a team? Starting a new team? Consolidating teams? This session will explore what's necessary to build, develop, and retain a strong events team. Here, we will review how Boston University Questrom School of Business went from events being planned by 10+ departments to being planned by one centralized events team. We'll review consolidating resources, creating a hierarchy, tailoring job descriptions, and industry tools that will set your team up for success. We'll also discuss how you can develop and further educate individuals on your team. Whether you are new to managing a team or an experienced manager, this session will help you build a toolkit of resources that will enable you team to be a group of strong performers that work together as a high-functioning, cohesive unit.

Key Takeaways:

1. Learning how to structure a successful events team.
2. Learning how to consolidate event planning into one cohesive team.

#### **SPEAKER BIO**



Matthew Regan is the Director of Events, Conferences, and Brand Initiatives at Boston University Questrom School of Business. Matthew graduated from Roger Williams University in 2016 with a Bachelor of Science in Security Assurance Studies. Matthew also holds his Master of Management in Hospitality degree from Boston University School of Hospitality Administration. In addition to his professional role, Matthew serves on the Board of Directors for the Boston chapter of the International Live Events Association as the Vice President of Education and Programs.

During his time at RWU, Matthew discovered his passion for event planning with his work with the Office of Admissions and the Office of Events and Conferences. It was in these offices that Matthew forged a career in the events industry and took to heart what it means to bring people together around a common purpose. Matthew's unwavering passion for his work and the industry allow him to develop meaningful and polished events for a variety of clientele.

Matthew has spent most of his career working in higher education events. He strives to implement planning procedures and standards that ensure event attendees receive an engaging and consistent experience at events. He works tirelessly to use events to create a strong brand identity. Matthew takes great pride in seeing the joy and excitement that his events bring attendees.