

# How can we help?

Help Desk is the magical, one-stop-shop for your CME needs!

[umsu.helpdocs.com](http://umsu.helpdocs.com)

Our Help Desk offers...

## Help Docs

A comprehensive library of how-tos, project tools and resources.

## Live Chat

Feeling a little lost? Use our Live Chat to talk to one of us in real time!

## Help Request Submissions

Outside of live chat/drop-in hours, you can still put in a request for CME support. Someone from our team will respond to your request ASAP!

## Drop-Ins

If you prefer to chat face-to-face, visit the Help Desk IRL instead.



Our Help Desk is available in-person and online. Come visit us in Room 413 on Level 4 of Building 168 or head to: [umsu.helpdocs.com](http://umsu.helpdocs.com)

START

# What do we do?

CME is here to help turn your project dreams into a reality!  
We can support with...

Custom design & consultation

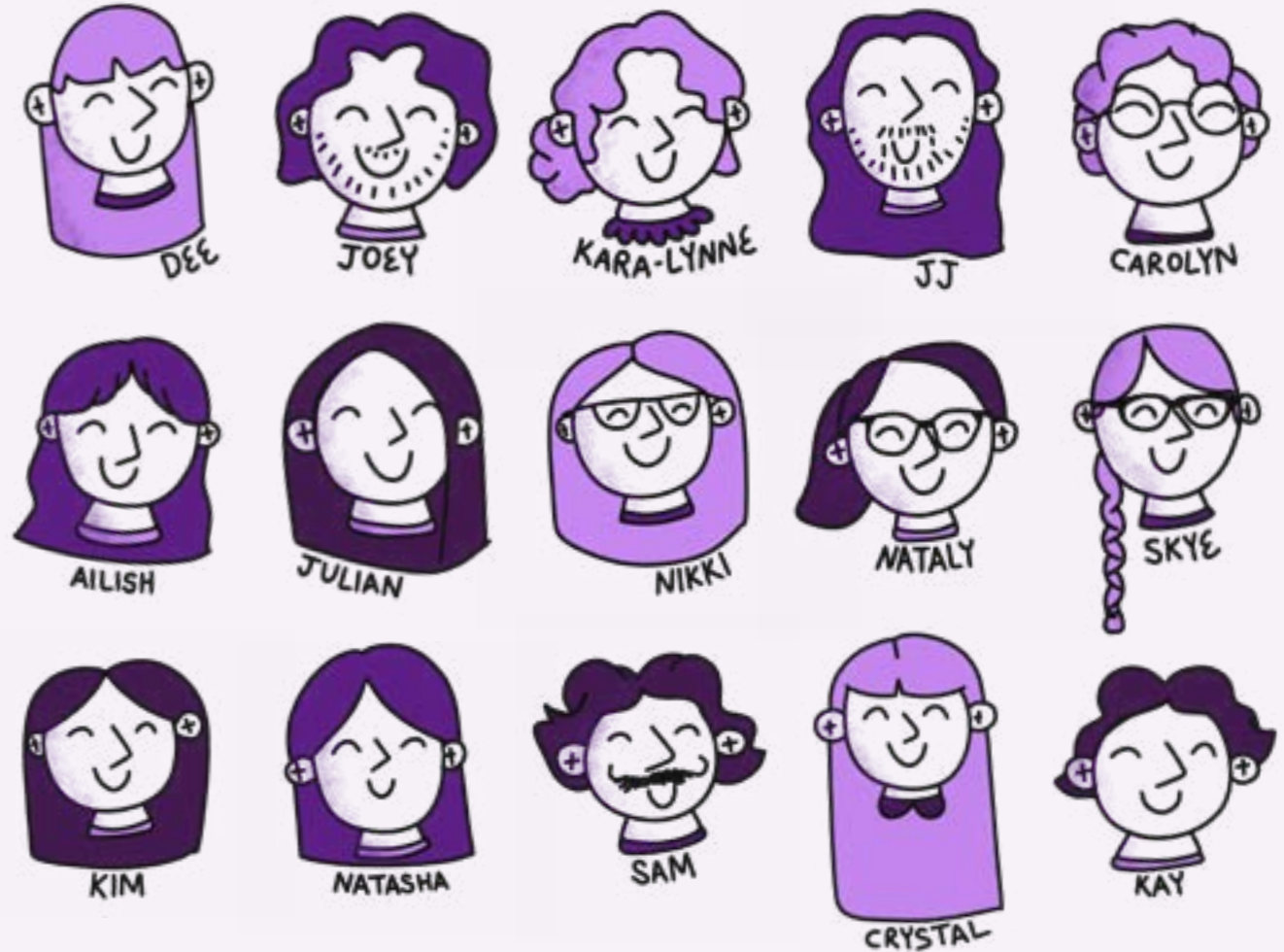
Marketing, promotion & campaigns

Event planning, safety & logistics

Merchandise & publication production

External sponsors, giveaways & commercial relationships

Event production, contracts & compliance



# Welcome to CME

The Communications, Marketing and Events (CME) team is your go-to place for all project management and promotional needs.

From creating groovy posters to planning awesome events, hiring artists or arranging giveaways, we're here to support you!

# Ted Talks

## DECEMBER 2022

📅 19 December 2022

### COMMUNICATIONS

#### Using Help Desk and Teamwork

Introduction to using the CME Help Desk and Teamwork.

📅 20 December 2022

### DESIGN

#### Album Covers

Learn how to develop and design your department's album cover.

## JANUARY 2023

📅 9 January 2023

### EVENTS

#### Planning an Event

Introduction to planning your next event and using the Event toolkit.

📅 11 January 2023

### COMMUNICATIONS

#### Making Reels Really Good

Introduction to making Instagram reels.

📅 16 January 2023

### DESIGN

#### Do-it-yourself with Figma

An introduction to do-it-yourself design tool, Figma.

📅 20 January 2023

### COMMUNICATIONS

#### Website Master Class

Introduction to using the website.

📅 31 January 2023

### EVENTS

#### Compliance in a Nutshell

All you need to know about risk assessments, safe food handling, marquee set up and RSA.

## FEBRUARY 2023

📅 6 February 2023

### GUEST PRESENTER

#### Be Kind to Yourself

Checking in with you. Tools and resources to assist you with your wellbeing.

📅 10 February 2023

### COMMUNICATIONS

#### Engaging Social Posts

Workshop on writing succinct social posts.

## MARCH 2023

📅 8 March 2023

### EVENTS

#### Wrap it Up

Information session on building reflection and appraisal of your events. How to evaluate the event through your staff, vendors and audience feedback.

📅 23 March 2023

### GUEST PRESENTER

#### Giving and Receiving Feedback

Workshop on embracing feedback – eating it up, dishing it out.

## APRIL 2023

📅 19 April 2023

### GUEST PRESENTER

#### Guest Workshop

Special guest workshop presentation.

## MAY 2023

📅 12 May 2023

### GUEST PRESENTER

#### Help Desk 101

Master class on using Help Desk.

## JUNE 2023

📅 26 June 2023

### GUEST PRESENTER

#### Be Kind to Yourself

Checking in with you. Some tools and resources to assist you with your wellbeing.

📅 28 June 2023

### COMMUNICATIONS

#### Using Help Desk and Teamwork

Introduction to using the CME Help Desk and Teamwork.

## JULY 2023

📅 3 July 2023

### EVENTS

#### Designing Your Event Space

Workshop on negotiating your site, marquee setup and other logistics.

📅 27 July 2023

### DESIGN

#### Do-it-yourself design

How to use self-service design tools.

## AUGUST 2023

📅 9 August 2023

### GUEST PRESENTER

#### Guest Workshop

Special guest workshop presentation.

📅 25 August 2023

### GUEST PRESENTER

#### Guest Workshop

Special guest workshop presentation.

## SEPTEMBER 2023

📅 8 September 2023

### COMMUNICATIONS

#### Website Master Class

Information session on using the UMSU website.

## OCTOBER 2023

📅 6 October 2023

### GUEST PRESENTER

#### Memes to Extend Social Campaigns

Introduction to using memes to engage your social media audiences.

📅 16 October 2023

### EVENTS

#### Events Toolkit Refresher

Understanding events from the performer/contractor perspective.

Please note workshop dates are subject to change. You can refer to the **!UMSU Whole Org calendar** in Outlook for confirmation of times.