



**CARDOZO**  
Benjamin N. Cardozo School of Law

**LARC @ Cardozo Law**

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Today at Cardozo 2019

Today at Cardozo

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8-26-2019

## Week of August 26, 2019 - August 30, 2019

Benjamin N. Cardozo School of Law

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# TODAY AT CARDOZO

Monday, August 26, 2019

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Hello Students!

Welcome back! We hope that everyone had a wonderful summer. We would like to take this time to remind you of the process for submitting requests for the *Today at Cardozo* email.

To have your club's event advertised, please send announcements in plain text format (no jpegs) to Special Events Coordinator, Emma Corcoran.

Please send all requests no later than two days prior to the date you would like it posted. When sending your request, please make sure that the following items are included in your text before the request is placed:

- Title of Event
- Date
- Location
- Sponsoring SBA group
- Contact email

Each text may be included twice in the Today at Cardozo email. Once under the "Upcoming Events" section and once under the "Today at Cardozo" section. When sending any text please specify the two dates you would like it to be included and its corresponding section.

Lastly, the announcement could only go out once a day so please be sure to review the text before sending the request.

Please don't hesitate to contact us with any questions that you may have.

Best of luck with the new semester,

Becky & Emma

Becky Odinsky  
Director of Special Events

Emma Corcoran  
Special Events Coordinator

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## Upcoming Events and Announcements

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There were no events requested at this time.

# TODAY AT CARDOZO

Tuesday, August 27, 2019

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There were no events requested at this time.

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## Upcoming Events and Announcements

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### 25LIVE Room Reservation Trainings

The Office of Special Events will be holding trainings for our 25LIVE room reservation system for those that are either new to the system or those that would like to review and ask any questions. Please note that there will be some minor upgrades to the system taking place in early November and our 25LIVE representative will be onsite reviewing the upgrades during these trainings.

Trainings will be offered on the following dates:  
**Wednesday, September 4th at 12pm in room 304 and**  
**Monday, September 9th at 12pm in room 304.**

# TODAY AT CARDOZO

Wednesday, August 28, 2019

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There were no events requested at this time.

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## Upcoming Events and Announcements

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There were no events requested at this time.

# TODAY AT CARDOZO

Thursday, August 29, 2019

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There were no events requested at this time.

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## Upcoming Events and Announcements

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There were no events requested at this time.

# TODAY AT CARDOZO

Friday, August 30, 2019

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The Library closing time today is 6:00pm.  
The building closing time today is 8:00pm.

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There were no events requested at this time.

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## Upcoming Events and Announcements

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There were no events requested at this time.