

GUIDELINES ORGANISING A WORKING GROUP EVENT

If you want to organise an event of your working group and you need a room and/or a Zoom connection, please write to LawWorkingGroups@eui.eu at least 2 weeks before the meeting date. Our administrative support team will get back to you as soon as possible.

In order to publish the event and advertise it, please send an announcement to LawWorkingGroups@eui.eu with the following mandatory information:

Email subject: **WG Name + Event Title + Date, Time, Place**

Email body:

EUI logo

Title – mandatory and should contain at most **12 words**

Subtitle – mandatory and should contain at most **16 words**

Lead text – mandatory and should contain at most **150 words**

Detailed event description

Signature of the working group with the name and surname of the WG coordinators

Please send the invitation as an Outlook email ready to be distributed (see Annex 1 below) and not as a Word document.

Events can be organised from **Monday to Friday** and should start within the time frame **10:00 – 16:30**. Please be aware that no event can be held during weekends or EUI holidays.

The administrative support team will book the seminar room (if applicable), publish the event on the [EUI Events page](#) and circulate the invitation **with the registration link** via email among the EUI community. The event will also be flagged to the Communications Service for possible further advertisement. It can also be advertised on the [Law Department Twitter account](#).

When setting the date of your event, if planned to take place on Zoom, please kindly check whether there is no other Working Group event scheduled at the same time as the Department has only one Zoom licence. It is also in your interest to have the widest audience possible, so it is advisable to choose a day and time without concurrent events.

Once received all the details, the administrative support team will create the Zoom link and send you the connection details.

IMPORTANT: In order to avoid security breaching and cyberattacks, the Zoom link cannot be published online (neither on EUI events page nor on any social media). It can be shared only with registered participants before the event. Moreover, for data protection reasons, Zoom events cannot be recorded.

All communication related to the activities of your group, including the event organisation requests, must use the working group official email account. If your working group doesn't have one, please write to LAWWorkingGroups@eui.eu and they will activate it. *It is important not to use personal emails or create a mailbox with commercial providers (Gmail, Yahoo...) to handle the communication of your working group.*

Measures during Covid-19

We encourage you to check regularly the latest [EUI communication related to safety and security measures](#).

If you have any doubt or need further information, please write to LawWorkingGroups@eui.eu

ANNEXES

1. Example of invitation email



**Private Law WG -
Event on Friday 4th .**

2. EUI new logo

