



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:

Law Department logo

Detailed event description

Contact email for registration

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 using Annex 2 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 via email among the EUI community. The event will also be flagged to the Communications Service for possible further advertisement.

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, since the Department has only one Zoom licence dedicated working group activities. 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 the day 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.*

On the meeting day, if you have requested a Zoom connection, log in 15 minutes before the starting time in order for the support team to launch the Zoom event and make you host, which will allow you to have full control of the virtual meeting (share your screen, mute participants etc..).

At the end of the meeting, please **send the participants list** (Annex 3) to the administrative support team **even if the event was held completely online**. Please make sure that all participants are registered as the list will be useful for the Department to report on the working groups' activities.

Measures during Covid-19

We encourage you to check regularly the latest [EUI communication related to safety and security measures](#) and remember that, until further notice, externals cannot be invited to the EUI and meetings shall be held online.

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

ANNEXES

1. Law Department logo



2. Example of invitation



**Working Group
Invitation template.m**

3. Attendance sheet



Attendance sheet.xlsx