



European
University
Institute

Real Estate & Facilities Service

EVENTS ORGANIZATION

GUIDELINES

General Rules

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I. BOOKING AN EVENT

- EVENTS database

All reservations must be made exclusively on using the EVENTS application (<https://apps.eui.eu/Events/login.jsp>), after checking rooms availability in the selected building.

Instructions and further information on how to use the [EVENTS](#) application can be found in the [Events User Manual](#)

- ROOM CAPACITY

Before booking a room it is always recommended to verify the room capacity and the facilities/equipment available in the room on the web page [Rooms Overview](#) , also accessible directly from [EVENTS](#) by clicking on *view* to the right of the selected room, which will open the related technical sheet (see below).

Room	
Room Code	BF156
Room Name	Seminar Room 2, Badia Fiesolana
Capacity	30
Capacity Round	30
Capacity Theatre	60
Bookable	Yes
Building Park	BADIA
Note	
Link	http://www.eui.eu/Documents/ServicesAdmin/Logistics/EventsRooms/BadiaFiesolana/BF-Seminario2.pdf
Alert	No
Name News	Seminar Room 2, Badia Fiesolana

[Cancel/Exit](#)

- EVENT TYPE

At the time of booking always specify the nature of the event by selecting the proper category on the drop-down menu:

Type	Conference ▼
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- PERSON IN CHARGE

IMPORTANT: at the time of booking, it is mandatory to clearly indicate the name of the **person in charge of the event**, to be contacted for any logistics and/or administrative issues.

This person is also responsible for checking the compliance of supplied services with what originally requested as well as for reporting any irregularities in writing or directly to the Porters' Lodge of the building where the event is taking place, so that these can be notified to the relevant Service.

In case of events taking place or continuing outside [EUI working hours](#), the person should also guarantee his/her availability.

- **PORTERS' LODGE OF THE BUILDING WHERE THE EVENT IS ORGANIZED**

The Porters' Lodge of the building is responsible for the following items:

- Access policy
- Safety and Security
- General information
- Taxi booking
- Medical emergencies
- Contact and reference for sudden and unforeseen needs, technical and logistic emergencies

The Porters' Lodge does not replace in any way the person in charge for the management of the event and its participants.

- **SET UP TIMES**

Event bookings must always take into account set-up times necessary for the preparation of the room, both for eventual changes to the standard set up of the room and/or for requests for specific audiovisual equipment.

When indicating the starting time of an event, you always need to consider:

- 1) **Set-up times for audiovisual equipment** (i.e.: if it takes 2 hours in order to prepare the room for the use of a specific audiovisual support, it is mandatory to book the room at least 2 hours before the expected start of the event).
- 2) **Set up times for tables/chairs arrangement**; to ask for changes in the ordinary setting of chairs and/or tables, please send an e-mail to [Luca.Di Rocco](#) at least 2 weeks in advance, with the details of the required set up. Once the request is approved, considering also the possibility of eventually billing to the organizer set-up costs, **it is necessary to book the room for both the day before and the day after the event.**

- **ATTACHMENTS (if necessary)**

For conferences, lectures, special events, etc... lasting for more than 1 day, please attach the detailed program to the [EVENTS](#) booking:

Upload File

Description:

File: No file selected.

Please note the maximum size is 2 Mb

- **PROVISIONAL BOOKINGS**

It is possible to make **provisional bookings** for the same event (both for different rooms and different premises), for which it is requested and it is important to write the TBC code (= *To Be Confirmed*) when booking; in that case, in order to make rooms available for other possible events, it is mandatory to

cancel superfluous bookings immediately as soon as the location/room for the requested event is confirmed.

- **CHANGES & CANCELLATION POLICY**

If an event is cancelled, it is mandatory to **IMMEDIATELY cancel** the booking in the [EVENTS](#) application.

Repeated failure to follow above mentioned policy will result in a request to meet the Departmental Assistant/Administrative Assistant, in order to verify the correct procedure and eventually discuss potential problems concerning the use of the [EVENTS](#) application.

Eventual schedule changes and/or modifications to the list of requested equipment must be immediately updated in the [EVENTS](#) application, in order to avoid misunderstandings and malfunctions.

II. REQUEST FOR SERVICES/EQUIPMENT – ROOM PREPARATION

At the time of booking please insert in the [EVENTS](#) application all the optional requests:

- **AUDIOVISUAL EQUIPMENT**

- To be requested by ticking the appropriate box in the menu (customized on the basis of the equipment actually available in the selected room)

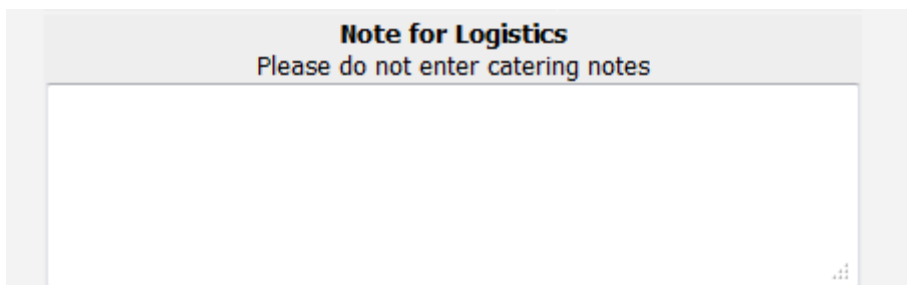
DVD Player	<input type="checkbox"/>
Data Projector	<input type="checkbox"/>
Lan connection for Laptop	<input type="checkbox"/>
Laptop with std office sw	<input type="checkbox"/>
Microphones	<input type="checkbox"/>
Presence of technician	<input type="checkbox"/>
Simultaneous translation	<input type="checkbox"/>
Video Conference (IP)	<input type="checkbox"/>
WiFi	<input type="checkbox"/>

Additional information and further details on rooms equipment are available in the [Room Bookings & Conference Equipment](#) section (including the advance time requested to book each type of equipment/service) .

Other requests, such as:

- a) Special equipment **not** included in the menu (i.e.: SKYPE Audio & Video Conference*);
- b) Installation and configuration of specific software;

must be specified and added in the box *Note for Logistics* (see below):

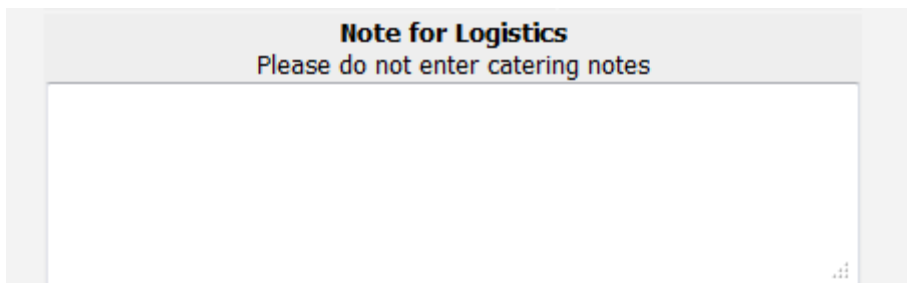


*For **SKYPE** Audio & Video Conferences, please select *Video Conference (IP)* on the appropriate menu and then specify *SKYPE conference* in the section *Note for Logistics*.

You are kindly requested to pay the utmost attention to the minimum advance time requested for the set up of audiovisual equipment and to eventual additional costs.

- OFFICE MATERIAL

- To be requested in the box *Note for Logistics*



- Pencils



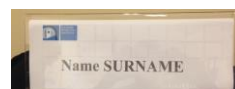
- Coloured portfolios with paper sheets



- Signboards



- Number of nameplates holders



- Flip chart board (with paper sheets)



- NAMEPLATES & BADGES

Nameplates for seminars, conferences, workshops, lectures, etc... must be prepared and printed by the organizer of the event (Administrative Assistant) in A4 format, and then sent to the Porters' Lodge of the required building at least **1 day in advance** in order to have them inserted inside the nameplate holders.

Similarly, **badges** must be prepared in advance by the organizer and sent to the Porters' Lodge well in advance in order to be placed in the room (badge holders should be requested through the [office supply service](#)).

Any other material/document/paper that needs distribution in the room must reach the Porters' Lodge of the concerned building, together with appropriate instructions, **at least 1 day in advance** by means of the EUI [Navette Service / Shuttle Bus](#)

- **WiFi ACCOUNTS**

Wi-fi accounts for external participants must be requested using the dedicated [online form](#). Single WiFi guest accounts can be requested (only by authorized staff) on this [link](#).

For further information please go to the section *Wireless Internet Access for External Participants* on the [Non-Chargeable equipment/Services](#) web page.

- **PRESENCE OF STAFF DURING ROOM PREPARATION**

It is advisable that the Administrative Assistant/Event Organizer be present during the set-up and preparation of the room, especially in case of distribution of additional material and/or nameplates to organize.

For any logistics needs (i.e. opening/closure of the room) please address the [Porters' Lodge](#) of the specific building.

III. CATERING SERVICE

- REQUEST

To book [catering services](#) related to an event (coffee break, lunch, light lunch, cocktail, dinner, etc.), as well as for requesting bottles of water in the room, it is necessary to send an e-mail to [Gloria.Peruzzi](#), also mentioning any special requests (vegetarian/vegan meals, kosher meals, glutine-free meals, allergies....).

Catering options and costs are available here below:

- [Catering Services and price list](#)

Catering Services must be requested at least 1 week in advance, in order to organize the service properly.

Please note:

- Potential changes in the number of participants shall be notified **at least 24 h in advance**, otherwise they will not be considered.

- LUNCHEON VOUCHERS

For events where participants are entitled to receive luncheon vouchers, the person in charge of the event should print out the specific [form](#), fill in the required information and give the vouchers duly filled in to the participants.

IV. TRANSPORTATION SERVICE

- REQUEST

To book [transportation services](#) (shuttle bus, transfer, etc.) related to an event, please send a detailed e-mail to [Universalturismo](#) travel agency.

In order to guarantee a correct organization, transportation services must be booked **at least 1 week in advance**.

- APPROXIMATE COSTS

To have an idea of possible costs for bus services, you can find an approx. price list here below:

Bus Services	(p/way)
50 seater bus Florence city centre Hotels/EUI premises (and/or back)	€ 170
30 seater bus Florence city centre Hotels/EUI premises (and/or back)	€ 150
16 seater minibus Florence city centre Hotels/EUI premises (and/or back)	€ 120

Access to Florence ZTL	(p/day)
30/50 seater bus	€ 50
16 seater bus	€ 50

V. EVENTS ORGANIZED OUTSIDE EUI WORKING HOURS AND/OR DURING WEEKENDS

For events taking place or continuing outside [EUI opening hours](#) or being organized at weekends (Saturdays and Sundays), after the booking on the [EVENTS](#) application **IT IS NECESSARY TO:**

- 1) Inform the REFS about the estimated duration of the event.
- 2) Request the presence of a building officer by sending an e-mail to [Luca.Di Rocco](#).
The request should be sent **at least 2 weeks in advance**. Please note that at the Badia Fiesolana security staff will be available in the Control Room, while service staff could also be provided by the catering company.
Please note: Only for the Badia Fiesolana, in case of events (conferences, workshops, seminars, etc.) taking place on **Saturdays**, the presence of a building officer may not be necessary, due to the presence of Control Room security staff available 24h. In these cases the presence of a contact person in charge of the event is mandatory.
- 3) Consider the presence of a technician for audiovisual equipment (only if needed) by sending an e-mail to [Luca.Di Rocco](#) . The cost will be charged on the event budget.

IMPORTANT: at the time of booking, it is mandatory to clearly indicate the name of the **person in charge of the event**, to be contacted for any logistics and/or administrative issues. This person should also guarantee his/her availability by giving a mobile phone number to [Luca Di Rocco](#).

* Building Officer extra hours - tariffs :

- Weekdays from 7 to 22 € 31,00/h.
- From 22 to 7 and bank holidays € 41,00/h

RULES FOR THE USE OF CONFERENCE & SEMINAR ROOMS

- Please do not change the configuration of the laptop and/or of the electronic equipment in the room.

- Please do not move the laptop from its position on the table and/or replace it with personal equipment.
In case of motivated necessity (for example a Speaker with a presentation saved on his/her personal pc / use of a special software not installed on the room laptop, etc...) it is necessary to contact [Tecnico Sale](#), at least 2 weeks in advance to check the feasibility of the request..

- Please do not change the set-up of tables / chairs in the room (unless previously agreed, see point I of the Rules & Regulations).

- Please take cups and glasses back to the bar and leave the rooms clean and in good order at the end of the event.

- In case of emergencies or for help with needs concerning audio-visual equipment please contact the EUI [Helpdesk](#) – Ext. 2600 – or the Porters' Lodge of the concerned building.

SPECIAL BOOKING RULES FOR SOME CONFERENCE & SEMINAR ROOMS

- Due to specific needs, some rooms have **priority booking rights**.

Users must first check the availability of these rooms directly with the Unit/Department/Center/Service who have been granted this concession (= priority) and then ask the REFS for booking rights.

Priority booking rights are in force for the following rooms: (the Service/Unit/Department/Center to ask for availability are indicated in brackets):

Badia Fiesolana:

- Emeroteca (MWP)
- Seminar Room 2 (SPS)
- C.R. (ex PCR) and Saletta Rossa (President's Office)

Villa La Fonte

- Sala B e Seminar Room 3rd floor (ECO)

Villa Schifanoia

- Cappella (RSCAS) .

- The following rooms have been equipped with **new furniture and have a new set-up**. Please check the relevant [REFS webpages](#) before booking in order to make sure they comply with your needs:

- [Sala A](#) e [Sala B](#) (Villa La Fonte)
- Cappella (Villa Schifanoia)
- Sala Europa (Villa Schifanoia)
- Sala Triaria (Villa Schifanoia)
- Sala Belvedere (Villa Schifanoia)

- **Villa Salviati Seminar and Conference Rooms**

The following rooms are permanently equipped with microphones and sound diffusion systems (amplification):

- Sala degli Anelli
- Sala del Consiglio

A **mobile amplification system** is available in case of need for the following rooms (to be requested well in advance):

- Sala del Torrino
- Sala del Camino
- Sala dei Levrieri.

The Sala della Vite is a passage hall between the Sala del Consiglio and the Sala del Torrino: it is therefore recommended to book it as an admin support room for events taking place in the Sala del Consiglio.

Please Note: standard set-up in the Sala del Consiglio consists of a rectangular table with 40 seats and 2 side tables with 18 seats each (total = 76 seats).

Rooms for **Catering services** are:

- Sala della Conchiglia
- Saletta mensa
- Cortile

In case of need the other rooms on the ground floor can be used for catering services, taking into account the time needed for dismantling and set-up operations when booking.

Dinners, Cocktails or Lunches can also be organized in the **Grotte** (bookable on the Events app), but their use is subject to an extremely restrictive policy, due to the very special and unique setting (it is not possible to heat and/or cool the area): catering events will therefore be authorized only by the REFS, to be contacted at the time of booking.