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 relevant manual available on the top left menu inside the application:

- PERSON IN CHARGE

IMPORTANT: The Reservation Manager of an Event is also responsible for checking the compliance of supplied services with what originally requested as well as for reporting any irregularities: these shall be sent in writing directly to the Front Desk of the building where the event is taking place, so that they can be notified to the relevant Service, or to the Events Officer (Luca.Dirocco@eui.eu)

In case of events taking place or continuing outside EUI working hours, the Reservation Manager should also guarantee his/her availability.

- FRONT DESK OF THE BUILDING WHERE THE EVENT IS ORGANIZED

The Front Desk of the building is responsible for the following items:

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

The Front Desk does not replace in any way the Reservation Manager 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.
If you include options which require additional setup time, the system will include the necessary preparatory time in the results list (e.g. two hours of setup is required for a videoconference; only rooms with this equipment and with the necessary preparatory time available will be shown in the available rooms / results).

- 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 malfunctionings.

II. REQUEST FOR SERVICES/EQUIPMENT – ROOM PREPARATION

At the time of booking please insert in the EVENTS application all the optional requests. Additional information and further details on rooms equipment are available in the Room Bookings & Conference Equipment section.
- **NAMEPLATES & BADGES**

Nameplates for seminars, conferences, workshops, lectures, etc... must be prepared and printed by the Reservation Manager in A4 format, and then sent to the Front Desk 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 Front Desk 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 Front Desk 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) at 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 Reservation Manager 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 [Front Desk](#) of the specific building.
III. CATERING SERVICES

- 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 access the events booking tool and insert the relevant request.

Any special requests (vegetarian/vegan meals, kosher meals, gluten-free meals, allergies...) shall be detailed in the specific notes for the catering service in the Events tool.

Catering options and costs are available here below:

   – Catering Services and price list

Catering Services must be inserted by 1pm on the Thursday of the week preceding the event, in order to organize the service properly.

Water supply must be requested for at least 15 minutes in advance with respect to the scheduled start-up time of the event (e.g. if an event is due to start at 3 pm, water supply should be requested for 2.45 pm)

Please note:

- Eventual cancellations of catering services must be notified in the system not later than 48h in advance, sending also a mail notification to Gloria.peruzzi@eui.eu, otherwise the service will be charged as scheduled.

- Potential changes in the service (e.g. number of participants, type of service...) must be amended in the booking system not later than 24h in advance, otherwise they will not be accepted.

- The presence of a staff member from the Academic/Administrative Unit organizing the event is MANDATORY. Please insert the contact details (phone number) of this person in the notes of the catering service.

- In case of events involving many people, for which no catering services are requested, please insert in the relevant notes if participants are supposed to have lunch in one of the EUI canteens and in what building.
- **LUNCHEON VOUCHERS**

For events where participants are entitled to receive luncheon vouchers (to be booked on the Events tool), 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. 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.

3) Consider the presence of a technician for audio-visual equipment (only if needed) by sending an e-mail to Luca Di Rocco. The cost will be charged on the event’s 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 presence (or that of a back-up person) during the whole duration of the event. Should this not be possible due to exceptional circumstances, the REFS may evaluate possible alternative solutions.

* Building Officer extra hours - tariffs :
  - Weekdays from 7 to 22 € 31,00/h.
  - From 22 to 7 and bank holidays € 41,00/h
ANNEX 1

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 Front Desk of the concerned building.
ANNEX 2

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).

Villa Salviati
   – Sala del Torrino (HEC)
   – Sala degli Stemmi (LAW)

Please note that in all conference/seminar room in Villa la Fonte (Conference room, Sala A, Sala B and Seminar room 3rd floor) the standard set-up is theatre-style.

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.
ANNEX 3

SPECIAL PROVISIONS IN FORCE UNDER THE COVID-19 EMERGENCY

- In case of events (catering, meetings, presentations, etc.) organized in common areas with risk of gatherings (such as gardens, courtyards, cloisters, loggias, terraces...):

1. Please send a detailed request to the HSSO (Safety_Security@eui.eu) at least 1 week in advance for authorization.
2. After receiving the formal authorization of the HSSO, please send logistic requirements following the usual procedure.
3. Please note: the presence of a staff member from the Academic/Administrative Unit organizing the event is MANDATORY. Please insert the contact details (phone number) of this person in the notes of the catering service.
4. Should the event foresee the presence of externals (non EUI members) PLEASE:
   - Provide the complete list of invited persons to HSSO (Safety_Security@eui.eu)
   - Send them by mail the self-declaration form (LINK) to be returned to the Front Desk upon arrival;
   - Make sure to notify all externals about safety provisions currently in force at the EUI:
     - Body temperature measurement;
     - 1mt physical distancing (with mask) or 1,8mt without mask in closed spaces;
     - Frequent hands’ sanitization;

- In case of events due to continue or take place outside current EUI working hours (after 7 pm, holidays, weekends):

1. Please send a detailed request to the HSSO (Safety_Security@eui.eu) at least 2 weeks in advance for authorization.
2. After receiving the formal authorization of the HSSO, please send all logistic requirements following the usual procedure, including the request for a Front Desk staff (Building manager).
3. The mandatory request for a Front Desk Staff member (building manager) shall be submitted to Ana.delcastillo@eui.eu.
4. Please note: the presence/call on duty of a staff member from the Academic/Administrative Unit organizing the event is MANDATORY. The name shall be notified to Luca.dirocco@eui.eu cc-ing the HSSO (Safety_Security@eui.eu)

5. Should the event foresee the presence of externals (non EUI members) PLEASE:
   - Send an authorization request to the Office of the Secretary General cc-ing the HSSO (Safety_Security@eui.eu)
   - Notify the HSSO about the date/time of the event
   - Provide the complete list of invited persons to HSSO (Safety_Security@eui.eu)
   - Send them by mail the self-declaration form (LINK) to be returned to the Front Desk upon arrival;
   - Make sure to notify all externals about safety provisions currently in force at the EUI:
     - Body temperature measurement;
     - 1mt physical distancing (with mask) or 1,8mt without mask in closed spaces;
     - Frequent hands’ sanitization;

• In case of catering services with more than 20 participants in any room/pace.

1. Please notify the HSSO (Safety_Security@eui.eu) at least 1 week in advance;
2. After receiving the formal authorization of the HSSO, please submit your catering requests in the events booking app (Please note: no additional control staff is required up to 10 participants, then consider 1 external staff every 20 participants, as indicated in the relevant catalogue).

WE REMIND YOU THAT:

- Rooms are sanitized before, after and during the pauses for every meeting;
- Please have a frequent air exchange by opening the window (if weather allows);
- Please use disposable textile microphone caps for hand held microphone available at all front desk; in any case, don’t touch the head of microphone, only the body;
- Different layouts allowed upon evaluation of REFs Events Officer and HSSO. Please send your request to luca.dirocco@eui.eu in due time;
- For any question regarding layouts and technical information, please contact luca.dirocco@eui.eu
- For any question regarding Health, Safety and Security, please contact safety_security@eui.eu
# ANNEX 3a – Maximum Room Crowding under COVID-19 Health emergency

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<th>MAX CROWDING Theatre layout (approx.) 1,8mt linear distance (safety criteria)</th>
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PO-EVE-02 rev. 01 date 21/09/2020
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