

Brief Guide to Hosting a Conference at AUP

1. Inform Academic Affairs (btorney@aup.edu) with topic and dates as early as possible
2. Requests for any AUP sponsorship should be made to the department of Academic Affairs (see reverse for budget guidance).
3. Reserve rooms [here](#)

N.B. IMPORTANT - If your event is a major conference and meets any of the following:

Expected participants: usually over 90 and up to 200 people.

May require moving regular classes.

May require extended building hours or is a full or multi day event.

Please complete this form instead: [Academic Conference Hosting Petition](#).

4. If your conference will have a fee that you would like to have collected by AUP you should submit the event [here](#). Click yes for a payment form and contact Ketia Jean-Baptiste (kbaptiste@aup.edu) for the answer to *“which transaction category code should be used for your payment.”*
5. For any part of a conference held outside building opening hours a charge will be imposed for security and cleaning. Contact the Helpdesk by e-mail for any special audiovisual needs. IT services staff is available during normal working hours 9h-20h00. Overtime work and any related costs must be agreed to beforehand.
6. Contact maintenance (campusservices@aup.edu or X617) for any special room arrangements, if not covered on the room set-up sheet, such as check-in table in the lobby, also be sure they know of your need for the large coffee pot and kettle if required.
7. A list of neighborhood restaurants and hotels is available if you would like to include that with the program.
8. Security should be informed of any items expected to be delivered so they will accept them, this includes wine, food, and program materials.
9. A list of attendees must be provided to David Horn dhorn@aup.edu & Phil von Eiff pvoneiff@aup.edu before the event for security. Please be aware that no one will be allowed into the building unless they are on the security list. The list would be best in excel format so it can be updated easily.
10. Be sure that anyone that will be needed for assistance is informed at the earliest possible time to avoid conflicts. You may well find it useful to ask students in your classes, who would be interested in the topic if they might be willing to give you a hand.
11. Please be conscious of any classes being given in the vicinity when using microphones.

The office of Academic Affairs will be glad to assist you, to the best of their abilities, in the process, but please remember we are not event planners.

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THINGS TO CONSIDER FOR YOUR BUDGET:

Coffee cups, glasses, plates, napkins, cutlery can all be supplied from Maintenance. **Please do not buy these supplies!**

Supplies for Breakfast and breaks:

Coffee (large Coffee urn takes 500g of coffee), Tea (you need to ask around for a water heater), milk, sugar, juice, and water (and water for speakers)

Croissants etc. can be ordered for delivery, From La Parisienne, and they will bill us

For breaks you may want boxes of cookies and fruit

Receptions:

Wine, water, juice, soda

Depending what you want:

Munchies, Chips, dips, nuts, grapes etc.

Cheese platter and Bread

Canapés, we have names of people we have used for orders and delivery

Meals:

Lunch: If you are sending people out to find their own, we have a local restaurant list

If you want to provide lunch, we have sources for sandwiches or box lunches, the AMEX is often able to help with that too

Dinner: Invitation for lecturers, plan for the cost of any visitors and faculty attending a dinner and not being charged. We have a restaurant list

Travel and lodging:

Are you paying for keynote speakers? We have a local hotel list

Publicity:

Be in touch with Kilian Ordellheide kordelheide@aup.edu

Posters

Programs

Conference packets

Name tags

Outside space rental:

In exceptional circumstances organizers have chosen to have a conference event off campus, this would need to be budgeted for.