

## Brief Guide to Hosting a Conference at AUP

1. Inform Academic Affairs ([btorney@aup.edu](mailto: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 needed with the Registrars office on line at [aup.edu](http://aup.edu) (for questions contact Joanna X 818)

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 day event.

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

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. AV staff is available during normal working hours 9h-17h00. Overtime work and any related costs must be agreed to beforehand.

5. Contact maintenance ([maintenance-request@aup.edu](mailto:maintenance-request@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 if required.
6. A list of neighborhood restaurants and hotels is available if you would like to include that with the program.
7. Security should be informed of any items expected to be delivered so they will accept them, this includes wine, food, and program materials.
8. A list of attendees must be provided to Nelly Moulieres [nmoulieres@aup.edu](mailto:nmoulieres@aup.edu) & Phil von Eiff [pvoneiff@aup.edu](mailto: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.
9. 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.
10. 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. You can contact Marion Ranoux at X687 and Ursula Darien X812 for help with logistics.

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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 pot takes around 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 Nelly Julian, and they will bill us

For breaks you may want boxes of cookies

### **Receptions:**

Wine, water, juice, coke

Depending what you want:

Munchies, Chips, dips, nuts 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

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:**

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.

**\*N.B.** Consider if you will have a Conference fee to help offset costs, if yes, it is best to have this done online before the conference (also a conference dinner or Paris tour). You should be in contact with Marie-Anne Begot, Director of Finance, about this.

Handling money onsite is not recommended as it can be tricky and there is no accommodation for credit cards