

# SUBMIT YOUR EVENT

Event submissions are welcome for all events driven or supported by LUC The Hague



Please refer to the [guidelines on AvB building use in Corona times](#) before you fill out the event form.



**How to make your event a success? Organizing a conference or event begins with two key questions: What do you want to achieve? And who is your target group? A public conference to communicate science to a wider public is very different from a meeting to inspire staff and students.**

**In order to organize an event at LUC, students and staff need to file a request by filling out the [event form](#):**

## **Event form**

### **Some useful facts**

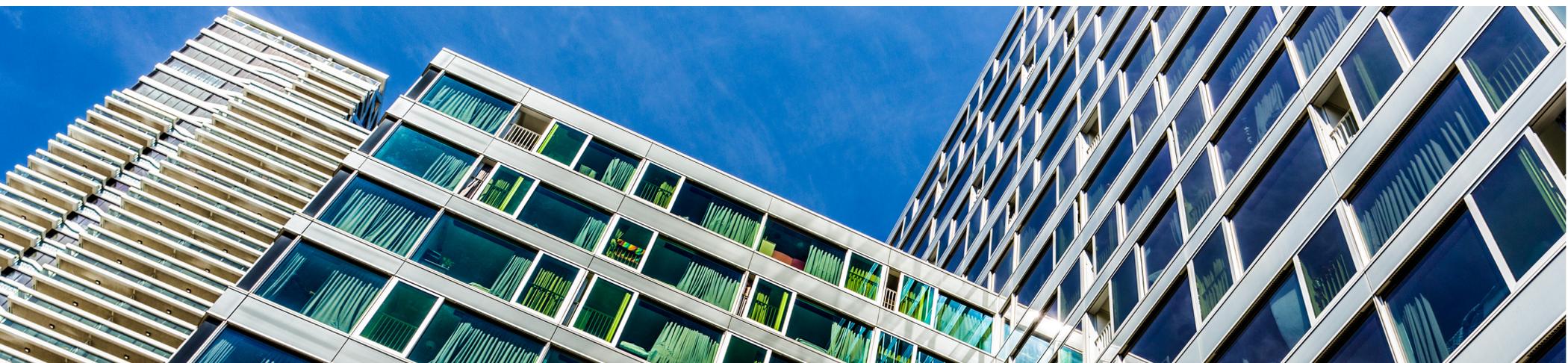
- The LUC Auditorium (2.21) can host max. 200 people, during Corona times max. 30 people at any time.
- A Classroom can host max. 25 people, during Corona times max. 8 to 10 people depending on the size of the Classroom.
- Opening hours of the building: from 8.00 - 21.00 on weekdays during the term.
- As LUC we use MS Teams for online events. For online teaching professors are using Kaltura or also MS Teams.
- If you like your event to be catered please have yourself informed about the possibilities and costs via [partycatering@UFB.LeidenUniv.nl](mailto:partycatering@UFB.LeidenUniv.nl).
- If you would like Coasters involvement for your event, please contact them separately via [coastersboard@gmail.com](mailto:coastersboard@gmail.com).

### **Please note:**

- All events taken place at AvB Academic floors, needs to be registered. Send your request to the Events Coordinator at least 4 weeks prior to the event, otherwise we can't guarantee the room desired will be free, the extra opening hours are possible or any other additional support is available.
- If you submit the form we try to get back to you within 5 working days.
- Large events or events with high profile/high risk speakers will need to be approved by the CB beforehand.
- Filling out the form does not guarantee that your event will be automatically registered in the system, and that all organizational items related to the event (such as room reservations or security) will happen automatically. You will be contacted regarding the next-steps.
- Extra security is needed if your events takes place during the weekend or outside the term, on weekdays after 21.00 on floor 2 and 3 or after 22.00 on floor 1 and if you have more than 100 people attending. We have to request additional security 4 weeks in advance. Extra security costs about 50 euro per hour per security officer and during weekend hours this is 70 euro.
- LUC partly depends on other parties to make the necessary arrangements, and this costs time. If there are costs involved (e.g. for extra security), LUC will contact you for further discussion.

### **Additional Information**

In case your event require some additional support such as some promotion from the communications office, or extra security hours? Make sure that you indicate this on the form.



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