

SUBMIT YOUR EVENT

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

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:

Some useful facts

- The auditorium (02.21) can host max. 200 people.
- A classroom can host max. 25 people.
- Opening hours of the building: from 08:00 - 22:00 on weekdays during the term.
- If you like your event to be catered please have yourself informed about the possibilities and costs via partycatering@UFB.LeidenUniv.nl
- If you would like Coasters involvement in your event, please contact them separately via coastersboard@gmail.com

Please note:

- All events taking place at AvB Academic floors, need to be registered.
- Send your request at least 4 weeks before the event, otherwise, we can't guarantee extra opening hours are possible or that any other additional support is available.
- If you submit the form we will try to get back to you within 5 working days.
- Significant 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: you expect more than 150 attendees after 20:30. We then have to provide an additional guard until the end of your event (max 01:30). If you expect less than 150 attendees, but your event will last until after 22:30, we have to arrange an additional guard starting at 22:30 until the end of your event at max 01:30.
- Extra security costs about € 50,00 per hour per additional guard. During weekend hours this is € 70,00
- The event team must request additional security 4 weeks in advance. LUC partly depends on other parties to make the necessary arrangements, this takes time. If there are costs involved. LUC will contact you for further discussion.

Additional Information

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



**Universiteit
Leiden**

Leiden University College
The Hague

Event form

