

SCHOOL OF INFORMATICS
Room Booking Enquiry – Organiser

Checklist	Specifics
Contact Name, position, email address and phone number	
Organisation	
Title of Function	
Dates required	
Start/end times	
Is set-up time required (eg for room layout)?	
Areas requested	
Number of people attending	
Seating style required and number of seats	
Will there be entertainment/music?	
Will there be a charge for entry to the event?	
Will there be items for sale at the event?	
How will the event be promoted eg by invitation only/advertised and pre-ticketed/open to the public?	
Our facilities are listed in this link http://www.inf.ed.ac.uk/systems/AV/external.html . Please let us know if you wish to bring additional electrical/AV equipment. Bring your own laptop with adaptors; our connection is HDMI . We have one hand-held microphone, plus two lapel microphones available. If you require the use of these please state that here.	If technical assistance for set-up or take down is required (chargeable) this can only be done within working hours.
Tables: for what purpose?	
which arrangement is preferred?	
Are poster boards required? If so, number and location	
Are wireless accounts required?	If so, contact: https://www.ed.ac.uk/information-services/computing/desktop-personal/it-conference-facilities
Servitor Assistance: Is access to the building required outside the hours of 8.30 am to 5.00 pm (Monday to Friday)?	If so, contact Peter McDonald (peter.mcdonald@ed.ac.uk/ 0131 650 8300) who will arrange servitor cover. A copy of your request to Peter Mcdonald should also be sent to infevent@ed.ac.uk for information.
What is the name, role and department of the responsible person (individual who will take responsibility during the event and will be in	

Our Events Policy: <http://web.inf.ed.ac.uk/infweb/admin/policies/events-policy>

Note 1: We do **not** consider our building, with its low glass walls over the atrium and hanging stairways, safe for children. Anyone responsible for children should ensure they are under constant supervision. **Please note: you must do a risk assessment for your event and should consult:** http://groups.inf.ed.ac.uk/techs/Forum_Evac_Drawings/ **for further safety information about our building that will inform your Risk Assessment process.**

Note 2: All use of IT facilities is subject to the University Computing Regulations. It is the responsibility of the event organizers to ensure that all users are aware of, and agree to, these regulations. The link to the University Computing Regulations is: <http://www.ed.ac.uk/schools-departments/information-services/about/policies-and-regulations/computing-regulations>

attendance)? This should be a member of Edinburgh University staff.	
Will you be: serving alcohol?	
selling alcohol?	If so, to arrange a licence, contact http://www.edinburgh.gov.uk/info/1126/alcohol_licences
What is the name of your caterer? (NB only approved caterers may use the kitchen)	
What are the catering arrangements?	
Does your caterer require access to our kitchen? (There is a separate cleaning cost involved if the kitchen is used.) NB. Please note that you will be responsible for disposing of any refuse connected with your event.	
Please provide names and details of any speakers at the event. In order for the University to comply with its responsibilities under the Government's Prevent Strategy, a risk assessment is required to be undertaken in relation to any potentially controversial topics or themes.	Please consult http://groups.inf.ed.ac.uk/techs/Forum_Evac_Drawings/ for further safety information about our building that will inform your Risk Assessment process
Please Note: External non-University events have to have public liability insurance in place.	
I acknowledge AV support is not provided	
I acknowledge servitor cover must be arranged if access prior to 8.30am and/or after 5pm is required	
I acknowledge it is my responsibility to produce a thorough risk assessment prior to my event taking place.	
Signature of Organiser	

ANY OTHER REQUIREMENTS Eg Technical assistance for providing additional power (chargeable)	
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PLEASE RETURN THE COMPLETED FORM TO: infevent@ed.ac.uk

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