

Step by step procedure

MAX: 4 MONTHS
MIN: 4 WEEKS

2 WEEKS BEFORE

5 WORKING DAYS BEFORE...

THE DAY OF THE EVENT

2 WEEKS AFTER THE EVENT

- **Filling in a REQUEST FORM on the « Partnerships » webpage;**
- **Submit the form**

*Please pay attention to the respect of the working hours:
9:00--17:30
and the duration of the lunch break (1h30) while planning your event*

Sending to the EESC coordinator :

- **Draft or Final Agenda**
- **Technical requirements (USB, beamer, recording, micros etc);**
- **The insurance policy (Civil Liability covering any material damage for the day of the event);**
- **Taking care of all the catering arrangements (with Sodexo or an external provider);**

Don't forget to foresee the water in the meeting room !!!

Sending

- List of participants

- Name / Surname,
- ID number,
- Nationality,
- Country of residence ;

- Badges template,

- Latest Agenda developments

- Registration of participants,

- Cross-checking of the ID data,

- Badges delivering,

- Balisage (if necessary)

- Producing the report with the conclusions of the event;

- Sending the report to the EESC coordinator;

Verifying

- **the room availability;**
- **the section interest and members availability;**

Sending a confirmation mail to the organisers with all the documents and deadlines requested;

Proceeding with

- **Technical settings;**
- **Any other arrangement;**

Transmission of the participants list to the Security Department to allow access;

Available for any advice or coordination during the event;

Disseminating the report via

- **The EESC website;**
- **Internally to the concerned sections**

ORGANISERS

EESC COORDINATOR