

Procedures for Organizing AUB Events

What is an AUB event?

An AUB event is an activity that is held on campus or outside campus under the auspices of AUB.

Events may differ with respect to the type of event it is, the platform being used, and/or the intended audience.

All of the events listed below are considered AUB events and must be organized according to these procedures:

- Academic Events: events to impart a specific skill or general knowledge derived from scientific, technical, or other specialized knowledge being discussed, researched, and/or developed at AUB.
- Non-Academic Events: events to gather people to celebrate an occasion, fundraise, or compete in a tournament that involves AUB.
- Hosted Events: events (held on campus or on an AUB online platform) that involve an outside entity and are important to and/or affiliated with AUB.
- Sponsored (or Co-Sponsored) Events: events that are conceived, created, operated, or funded by AUB or in collaboration with AUB and promoted as AUB events.
- Public Events: free and paid events that are open to members of the university community and/or the general public.
- Private Events: events that are open only to members and/or invited guests of the sponsoring group, organization, or individual.
- Online Events: any of the abovementioned events that take place on an online platform.

Event Planning Policy

The event planning policy includes:

- The definition of an AUB event, AUB affiliated group, event organizer, event coordinator, and third parties.
- The event planning procedure.
- Exceptions and special circumstances.
- The event cancellation policy.
- Related documents and guidelines.

The full policy and related documents are available on the following link:

<https://aub.edu.lb/advancement/advancementservices/Pages/Special-Events-and-Protocol.aspx>

The Role of the Special Events and Protocol Unit (SEPU)

The role of the Special Events and Protocol Unit (SEPU) is to leverage its planning expertise and attention to detail to ensure that university policies are observed.

The unit is also responsible for ensuring that:

- The event is of a high standard.
- Its objectives are met.
- Information about the event is communicated well and in accordance with AUB's communications strategy.
- The event serves the mission of the university.
- AUB supporters are recognized appropriately.
- Events follow the AUB compliance policy.

Public Affairs Committee

The Public Affairs Committee (PAC) is a standing committee established to ensure that all events and activities held on AUB premises and/or under the auspices of AUB are in accordance with the university's political neutrality.

The function of the PAC is to:

- Oversee activities held on campus and/or under the auspices of AUB related to government relations, political and public figures, and media communications, subject to the oversight of the president.
- Review all events organized under the auspices of AUB and/or on AUB premises involving political party representatives or potential political candidates or any individual with a public political profile.

Invitees, Speakers, and Sponsors

All event invitees, speakers, and sponsors should be vetted before being approached by any AUB entity.

The list of vetted invitees, speakers, and sponsors should be uploaded to Infosilem.

What is Infosilem?

Infosilem is an event and room reservation system that is used to:

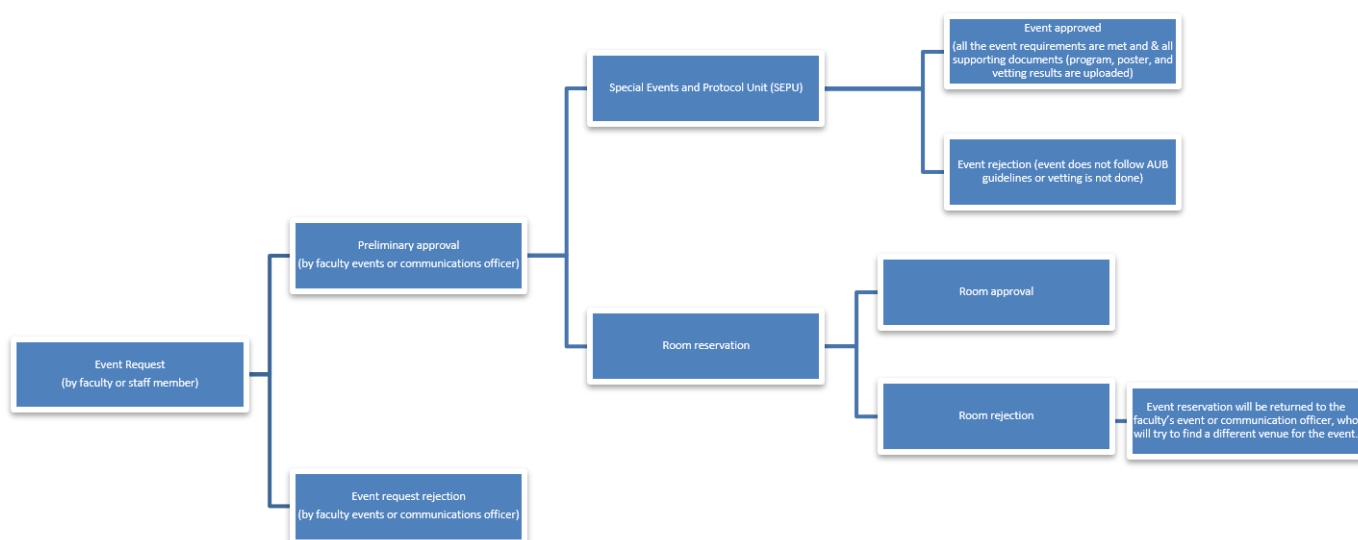
- Unify all stakeholders by providing a single system of reference for all scheduling activities.
- Provide booking flexibility, calendar visibility, and consolidation of information and business processes alike.
- Ensure effective scheduling, communication, and workflow mechanisms that streamline the business of managing campus activities.

Process for Faculty Events

All events organized by faculties should follow this process:

- The requestor accesses Infosilem at the following link: <https://reservations.aub.edu.lb/> and completes the event request form.
- The request will be sent to the faculty events or communications officer for review.
- The event will either receive preliminary approval or be rejected based on the event topic, content, or because of a scheduling conflict.
- If the event request receives preliminary approval, the reservation will be sent to:
 - SEPU for review.
 - the venue manager to approve or reject the room reservation request (when applicable).
- After all the event-related material has been uploaded to Infosilem (event program, list of speakers, list of registered attendees, vetting results for speakers and attendees, etc.), SEPU will review and, in most cases, approve the event.
- Before rejecting an event request, SEPU will communicate directly with the requestor.

Faculty Events - Workflow

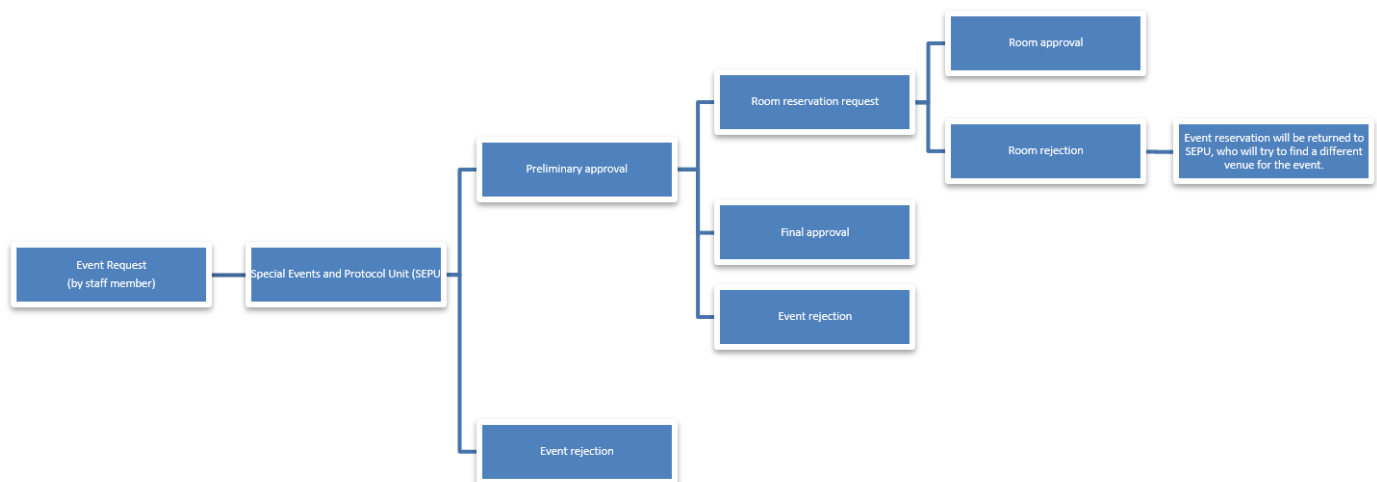


Process for Administrative Departmental/Center/Unit Events

All events organized by any AUB unit or center that is not part of an AUB faculty should follow this process:

- The requestor accesses Infosilem at the following link: <https://reservations.aub.edu.lb/> and completes the event request form.
- The request will be sent to the Special Events and Protocol Unit (SEPU) for review.
- The event will either receive **preliminary approval** or be rejected based on the event topic, content, or because of a scheduling conflict. Before rejecting an event request, SEPU will communicate directly with the requestor.
- If the event request receives preliminary approval, the reservation request will be sent to:
 - the venue manager to approve or reject the room reservation request (when applicable).
- After all the event-related material has been uploaded to Infosilem (event program, list of speakers, list of registered attendees, vetting results for speakers and attendees, etc.), SEPU will approve the event.

Departmental/Center/Unit Events - Workflow



Infosilem: Required Documents

- Event visual identity (poster, invitation, banner, etc.)
- Event program (including list of speakers)
- Speaker vetting results
- Attendee vetting results (if registration is required)

Frequently Asked Questions

Q: Is Infosilem an event management tool?

A: No. Infosilem is an event and room reservation tool.

Q: What do I need in order to log in to Infosilem?

A: Infosilem credentials are the same as your AUB account credentials. To log in simply enter your username (xx123) and your AUB password.

Q: Can event requestors edit their entries on Infosilem?

A: No. Event requestors can only delete their entries on Infosilem. Edits can only be done by faculty or unit event coordinators or by SEPU.

Q: Do I have to use Infosilem if I am planning a virtual event?

A: Yes. Infosilem should be used for all types of events (in-person, virtual, hybrid).

Q: Is the room reservation pending until the event is fully approved?

A: No. The room can be reserved even before the event has received final approval from SEPU.

Q: Is any action taken by the system, faculty, unit event coordinator, or the SEPU team to issue invitations based on the information in the event request form?

A: No. This form only provides information about the event. No invitations will be sent.

Q: What happens if I don't submit the vetting results?

A: Failure to submit vetting results for speakers and registered participants will result in the cancellation of your event.

Q: When is the deadline to submit the vetting results for upcoming events?

A: All vetting documents should be submitted at least 3 working days before the event.

Q: Do I have to vet virtual event attendees?

A: Vetting should be done whenever there is event registration and you are collecting information about attendees. The vetting requirement has nothing to do with the nature of the event and/or where it will take place.

Q: What do I do if a speaker or participant joins the event at the last minute?

A: You must still complete the vetting process. You need to also inform your faculty or unit event coordinator and SEPU.