

School of Culture and Society

Small conferences and workshops (<25 participants)

(For larger conferences – contact [Gitte Grønning Munk](#))

If you are going to hold a small conference, your department secretary can help you with the planning. You can hopefully take care of the actual arrangement yourself, or hire a student helper to assist you.

YOU CAN GET HELP FROM THE DEPARTMENT SECRETARY WITH THE FOLLOWING:

- **Booking travel arrangements** / alternatively offering guidance concerning reimbursement from AU if the guests book the travel arrangements themselves or if they or their home institution pays (does we need to know the traveller's passport information?)
- **Refunding travel expenses**
- **Booking accommodation**
- **Ordering catering** (please be aware of any special catering needs such as allergies, diabetics, vegetarians and vegans)
- **Booking conference rooms** at AU or other locations
- **Booking IT/AV equipment check of the conference rooms** beforehand (for AU rooms)
- **Booking a restaurant** and requesting an electronic invoice for the expenses
- **Creating a webshop** if registration or payment for a part of the arrangement is necessary
- **Advertisement** of the conference room on our **info screen** – on the day(s) of the arrangement.
- **Advertisement** on the **department's website** ([please use this conference template – in Danish](#)). Only open conferences or workshops with registration will be placed on the Institutes website.
- **Ordering [conference materials](#)** – delivery time up to 2 weeks
- Information concerning **guest access to the wireless network** at AU
- Ensure **temporary access to our buildings** outside of normal opening hours

CONSIDER HIRING A STUDENT HELPER FOR THE FOLLOWING TASKS:

- Help with the **reception**
- Setting the table and clearing again for **coffee breaks**
- Photocopying of **handouts, abstracts etc.**
- Preparing the **list of participants and name tags**
- **Technical support** in the conference room after instruction from the operation staff and/or ARTS IT – consider if there are any special needs such as audio, pictures, lights etc.
- Information concerning **local transportation, airport busses etc.**

WHAT YOU NEED TO DO:

- **Talk to your local department secretary** concerning your arrangement as soon as possible and no later than 2 months before the actual date so that any orders or bookings can be made within a reasonable time frame. Help with deciding the level of catering, travel expenses etc.
- **Fill out the template** as accurately as possible