

## **GUIDELINES FOR BOOKING THE UCD HUMANITIES INSTITUTE SEMINAR ROOM (H204)**

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### **Checking availability / making a booking:**

There is one 50-seater seminar room on the second floor of the UCD Humanities Institute of Ireland. If you would like to book this room please:

- Send an email to [hii@ucd.ie](mailto:hii@ucd.ie) with the following information:
  - Date and time-period required
  - Organiser name and contact details
  - Title and nature of the event (seminar, conference, workshop etc...)
  - Copy of the programme / poster for distribution
- If publicity is required send full details of the event to [hii@ucd.ie](mailto:hii@ucd.ie) where the e-mail can be distributed to our extensive mailing list.
- All event details should also be entered onto the UCD Events Calendar at <http://www.ucd.ie/events/submit> to ensure optimum publicity.

**NB:** A **door code and key are required** to access the room. These can be obtained from the institute manager (ext. 4690). **The key must be returned to the HII after the event.**

### **Refreshments?**

- Ensure that refreshments are ordered in advance of the event. If assistance is needed with this please send this request with the following information to [hii@ucd.ie](mailto:hii@ucd.ie):
  - Organiser name, school and contact details
  - Invoice address (if different from above)
  - Cost centre to which this should be charged
  - A list of what is required (water, tea / coffee, biscuits, sandwiches)
  - The total number of participants

### **Equipment?**

Please note that the following equipment is available for use:

- A data projector / screen
- A laptop (with Microsoft office 2000 Pro) and a DVD-drive
- A VHS player
- An standard overhead projector (OHP)
- A flip chart
- A white board

**NB:** If training on the equipment is required please organise this with the institute manager in advance of your event. There will not always be someone present on the day of the event.

Please remember to:

- **Acknowledge the UCD Humanities Institute** if your event is hosted by us!
- Ask speakers to bring presentations on either CD-ROM or memory stick only.
- Ensure that the room is left as it is found.
- Ensure that the room and the roof terrace are locked after use.
- Address any queries to:  
Valerie Norton, Institute Manager  
**Tel:** 01-7164690,  
**Email:** [hii@ucd.ie](mailto:hii@ucd.ie)

### Things to consider when organising an event:

1. Will the speakers require accommodation? If so, UCD have purchase order agreements with the Montrose Hotel at €98 per room per night including breakfast (opposite the Belfield campus) and the Radisson SAS St. Helen's Hotel €145 per room per night including breakfast. Please see the UCD Procurement for contact details (<http://www.ucd.ie/procure>)
2. A booking reference can be obtained from the hotel which can then be emailed to the speaker, ensuring a smoother check-in.
3. A UCD campus map and directions to the UCD Humanities Institute can be forwarded to the delegates in advance of the event.
4. Remember to order refreshments in plenty of time:
  - a. Coffee & tea
  - b. Biscuits
  - c. Water for speakers
  - d. Water for delegates
  - e. Lunch – soup / sandwiches / hot food
  - f. Dinner (on or off campus)
5. Do you need to publicise the event either within or outside UCD?
  - a. Should you send notification via email
  - b. Have you posted the event onto the UCD Events Calendar?
  - c. Do you need posters made up?
  - d. Do you need programmes or brochures printed?
  - e. Are you required to put any logos onto the printed material? (e.g. HEA logo if funded by them)
  - f. Should you send hard-copy invites?

### Room booking charges from 1 September 2008:

<b>Duration of event</b>	<b>Charge</b>	<b>Reduced Rate CACS</b>
Up to 2 hours	€30	€20
Half day	€70	€50
Full day	€130	€75
Per additional day	€100	€60
Use of Video Conferencing (1-4 hours)	€75	€55
Use of Video Conferencing (5-8 hours)	€140	€100