

Event management support

O Responsibility of Organiser **C** Responsibility of Communications

1 Reservations and event management requests

<https://www.uni-corvinus.hu/ninja-forms/1556ah6n>

The merged and renewed online form can be used to submit any room reservation and/or event management requests with the following details:

Organiser and contact | Event information | Reservations | Catering request | Other needs: (press, photo/video, graphics, website, online registration, sending invitations, pre-communication, post-communication)

Establishing contact and continuous communication with the organiser. Based on a personal meeting, proposal for ideal room/space, arrangements and if necessary, the involvement of an external technical partner (LED, interpretation technology, etc.).

2 Continuous communication and coordination

Defining space requirements

Reservation of rooms and spaces

Coordination of furniture arrangements according to needs
– *Involvement of external suppliers where necessary*

Coordination and organisation of event technology based on needs
– *Support from IT or use of external partners if necessary*

For events after closing time (21:00), depending on the nature of the event, proposal for extra security service and placing order

Defining catering requests

Requesting a quote from the catering partner, negotiating, placing the order

Defining photo and/or video requests

Requesting a quote from the partner, negotiating, placing the order

Defining on-site decoration and informational requests

Decoration with a proposal for a decorator if required

Making control panels, table name plates

Defining communications support requests <i>- website, intranet, social and offline presence</i>	O	
Pre- and post-communication needs assessment		
Display the event on the university's communication channels with the content submitted by the organiser	C	
Defining digital support requests	i	
Creation of a conference subpage on the university website on request <i>- based on the information and content provided by the organiser</i>		
Creation of an online registration form on request, after the deadline for registration, forwarding the list of registrants to the organiser	C	
Sending an eDM to invited participants on request <i>- on the basis of the content submitted by the organiser, to the address list provided</i>		
Defining graphic design requests	O	
Graphic design in case of on-time delivery: digital (projection) opening image, programme, badge designs, poster etc.	C	
For conferences with a large number of participants (300-400 people) (multi-day, international, multi-building) design of maps, banners, roll-ups.		
Coordination of a public press event	O	
After agreement (the nature and content of the event is decisive here), we will send out the news to the university press list. Information on the press invited by the organisers is always requested.	C	