



UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-PUB

Procedure Number: ADM-PUB-00-01

Supporting Policy Number: ADM-PUB-00

Date Approved: March 26, 2005

Effective Date: March 26, 2005

Date Last Revised: March 26, 2005

Responsible Office: Public Relations

United Arab Emirates University Events Calendar Procedure

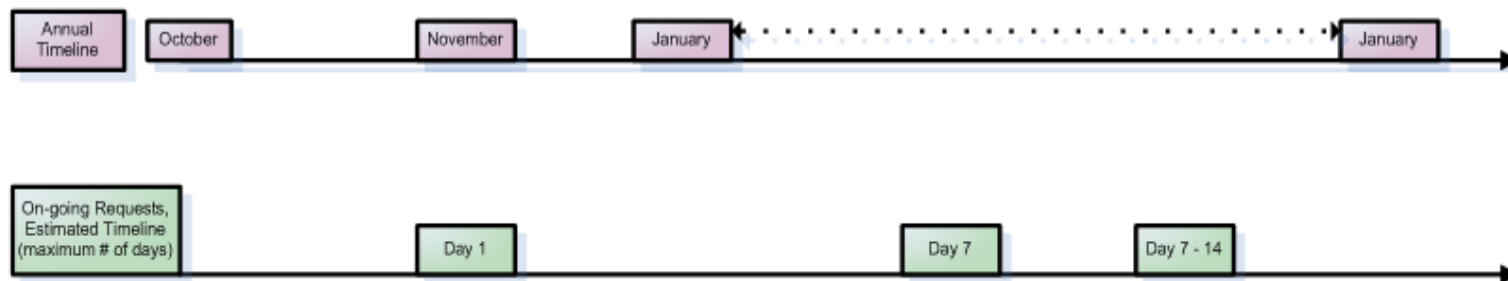
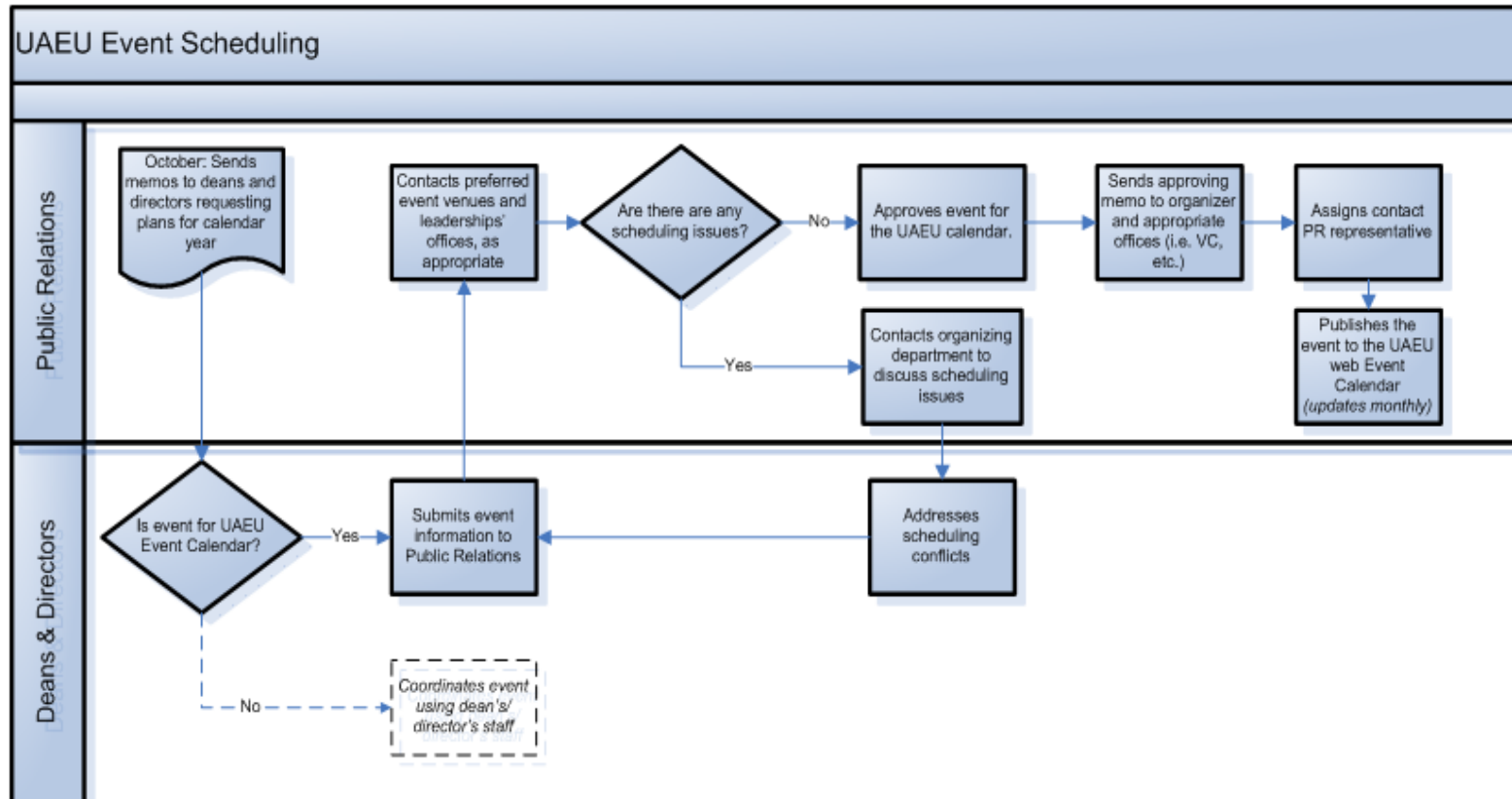
Major Procedural Changes in This Release

Colleges and departments must coordinate event planning with Public Relations before committing to having a United Arab Emirates University (UAEU) event. Public Relations will be in the best position to determine scheduling and resource conflicts for a successful event. The Public Relations Office will work closely with the requesting department to help minimize scheduling conflicts and event coordinating issues, and will contact leaderships' offices when their participation is requested.

Procedure

- In September each year, Public Relations will issue a request to college deans and division heads (i.e., Secretary General, Associate and Assistant Provosts, etc.), for information about UAEU events they anticipate having during the upcoming calendar year.
- Colleges and departments will list events that require any one of the following:
 - a) Participation of the Chancellor, Vice Chancellor and/or Provost.
 - b) Involvement of the Public Relations Office.
 - c) Are to be conducted at a non-UAEU location.
 - d) Include non-UAEU participants.
- The colleges and departments submit their request on the UAEU Event Scheduling template (Exhibit I) providing the following information:

- Name of the event.
 - Proposed date(s) of the event.
 - Name of the organizing department.
 - Telephone number and e-mail address of the department contact for this event.
 - Indicate preferences for: location; estimated number of participants; participation of UAEU leadership (Chancellor, Vice Chancellor and/or Provost); assistance of Public Relations staff; non-UAEU participants.
- All event requests must be received by October 31. Public Relations will determine availability of requested UAEU leadership and the proposed location during the dates requested.
 - Public Relations will review United Arab Emirates (i.e., non-UAEU) scheduled events to determine what conflicts and coordination problems could occur.
 - If Public Relations determines that the proposed date is not suitable, Public Relations will consult with the requesting department and advise in the selection of an alternative date and/or location, as appropriate.
 - Public Relations will issue the memo confirming the event to the organizing office and other appropriate offices (i.e., Chancellor, Vice Chancellor, Provost).
 - Public Relations will assign a Public Relations staff as department contact and update the UAEU Event Calendar.
 - Public Relations will publish the UAEU Event Calendar to the UAE University website no later than December 15 and update the published calendar monthly, including all proposed, tentative and final events.
 - Colleges and departments may submit event requests to Public Relations any time throughout the calendar year using the template with the following guidelines:
 - Events with 300+ expected participants must be made a minimum of (6) months in advance of the proposed date.
 - Events with 100-300 expected participants must be made a minimum of (3) months in advance.
 - Events with fewer than 100 expected participants, may be made a minimum of 30 days in advance
 - Public Relations can not ensure support of events requested outside of these guidelines.



UAEU EVENT PLANNING CALENDAR TEMPLATE

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