

EVENT GUIDELINES

UCLA Department of History

Reserving History Space – email Serena to request reservation, she will provide availability

- Department events (faculty recruitment, department meetings, symposiums honoring retirees, etc. **take priority**)
- You are responsible for coordinating/reserving all outside (non-History) space, which includes 306 & 314 Royce Hall, YRL, other outside department conference rooms, etc.
 - Each outside space has their own reservation policies/guidelines that History does not take part in and/or know the details of
 - Royce Hall 306 &/or 314 reservation information: <https://cmrs.ucla.edu/royce-humanities-rooms/>
 - You are responsible for completing form, sending to Finance team (purchasing@history.ucla.edu) for FAU & signature, Finance team will then send form back to you to submit to RoyceConfRooms@humnet.ucla.edu.

Event flyers - You are responsible for making any advertisements/flyers for events

- For advertisement
 - Send event info to Serena with flyer (if available) to be posted on department website (this takes 2-3 business days)
 - Serena will use this info to include in the Weekly Newsletter, which is sent out every Friday
 - If only being advertised via Newsletter - Serena would need the event info by COB Thursday of that week to be included the following day
 - If flyer is in the works, send it to Serena once available for our Work Study students to post on floors 5-7

When food is involved:

- You are responsible for obtaining a quote from the vendor, receiving the food, and setting it up as needed.
- Food cannot be delivered to the main/front office and department does not provide any plates, drinks, cutlery, etc.
- Food needs to be delivered to the location of the event (e.g. conference room) and you would need to be the main point of contact.
- Some food vendor suggestions that accept purchase orders (POs) as a form of payment are:
 - Clementine, Sunnin, Corner Bakery, LaMonicas, Enzo's, ASUCLA or UCLA Catering
- You will need to keep a guest list for all events and all itemized receipts
- History Finance team will need the quote **at least 5 business days** before the event takes place, if paying via purchase order (PO)
- History Finance team will need itemized receipt & final guest list to process reimbursement after event concludes

Quotes, final guest list, and any reimbursement request can be emailed to purchasing@finance.ucla.edu for processing

Coordinating travel/lodging arrangements & honoraria for guests:

- **Travel**
 - Guest will need to complete a Concur Guest Profile Form
 - Flights can be pre-paid if they book through UC Travel Center
 - Reimbursements are processed after their trip concludes
- **Lodging**
 - You can coordinate lodging for each guest at the Luskin Conference Center or UCLA Guest House. You would need to reach out to the Guest House/LCC for availability. We do not coordinate the reservations.
 - **LCC** – once availability is confirmed, they will provide a recharge form. You can complete and send to purchasing@finance.ucla.edu to finalize the booking
 - Finance team will send the signed form back to LCC
 - **Guest House** – you can provide them with the recharge ID as the form of payment (email Mahea and Khris to obtain correct recharge ID for your event)
 - **Phone** – (310) 825-2923
 - **Email** – guesthouse@ha.ucla.edu
- **Honoraria**
 - Guest will need to complete an Honorarium Form and W9
 - If international and physically traveling/entering the US they will need to complete GLACIER forms (GLACIER is UC's Non-Resident Alien Tax Compliance Software)
 - See here for more info: <https://cru.ucla.edu/glacier>
 - If international and not entering the US (e.g. "zooming in"), GLACIERs are not required
 - Honoraria amount is determined by colloquium organizer or faculty sponsoring event
 - Amounts can range from \$250 - \$1,000+ (i.e. there isn't a minimum or maximum amount)
 - UCLA faculty cannot receive an honoraria payment
 - Other option for compensation is to issue research funds
 - UC affiliated faculty can receive an honoraria payment, but it does need to go through an approval process at UCLA and at the guest faculty's home campus
 - Verna helps coordinate these types of payments

Additional tips/notes:

- **All staff offices are closed on Fridays throughout the academic year**, we will not be available to open any rooms and/or to help with IT related needs.
 - **Key L105** opens the History conference room (6275)
 - Key L105 is the same key that opens the faculty mail room & faculty copy room (across of main office)
 - If reserving the HOS conference room (5288), a key must be checked out with Serena.
 - Elevators are only open Mon-Fri from 7am – 7pm; access to the elevators outside of this time frame requires an elevator key (**x14100 – square shape**)
- History conference room, HOS conference room, etc. should be cleaned up and locked after event is over.
- Hire a graduate student to help organize colloquiums and/or bigger events