

# 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.
  - o Each outside space has their own reservation policies/guidelines that History does not take part in and/or know the details of
  - o 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](mailto:purchasing@history.ucla.edu)) for FAU & signature, Finance team will then send form back to you to submit to [RoyceConfRooms@humnet.ucla.edu](mailto:RoyceConfRooms@humnet.ucla.edu).

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

- o 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:
  - o 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 7-10 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](mailto: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** – you can call or email for availability; once confirmed, they will provide a recharge form. You can complete the recharge form and send to [purchasing@finance.ucla.edu](mailto:purchasing@finance.ucla.edu) to finalize the booking
    - **Phone** – (855) 522-8252
    - **Email** – [LCC\\_Reservations@ha.ucla.edu](mailto:LCC_Reservations@ha.ucla.edu)
    - 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](mailto:guesthouse@ha.ucla.edu)
- **Honoraria**
  - Guest will need to enroll as an UCLA vendor
    - 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