

Event Guidelines

UCLA Meyer and Renee Luskin Department of History

Room Reservations

- **History Space and Royce Hall**
 - **History**
 - Email [Department Coordinator](#) to request reservation and they will provide availability
 - Department events take priority
 - Faculty recruitment, department meetings, symposiums honoring retirees, etc.
 - **Royce ([306 and 314](#))**
 - Email Department Coordinator with reservation request and they will contact Royce for availability
 - Department Coordinator will send you a draft of the reservation form for your review and approval
 - Department Coordinator will obtain FAU from Finance staff before submitting to Royce Conference Rooms staff
- **Non-History and Non-Royce Space**
 - You are responsible for coordinating/reserving all outside (non-History) space
 - Each outside space has their own reservation policies/guidelines that History does not take part in and/or know the details of
 - Includes Young Research Library and other outside department conference rooms

Event Flyers

- You are responsible for making any advertisements and flyers for events
- **Advertisements**
 - Department Website
 - Send event info to [Department Technical Analyst](#) with flyer (if available) to be posted on department website (this takes 2-3 business days)
 - Weekly Newsletter
 - Send event info to Department Coordinator to include in the Weekly Newsletter, which is sent out every Friday
 - If only being advertised via Newsletter, Department Coordinator will need the event info by EOD Thursday to be included in the newsletter the following day

- **Flyers**
 - Send to Department Coordinator once available for front office work-study students to post on floors 5-7

Food and Catering

- 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, Lamonica's, 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 and 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

Travel and Lodging Arrangements

- **Travel**
 - Guest will need to complete a Concur - Guest Profile Setup Form
 - Flights can be pre-paid: See [Prepaid Airfare](#) instructions
 - Reimbursements are processed after their trip concludes
- **Lodging**
 - Please email Department Coordinator for reservations at the Luskin Conference Center or The Inn at UCLA (formerly Guest House) and provide the following:
 - Name of guest(s)
 - Dates/nights of stay
 - Funding source(s)
 - For all other locations (that are not Luskin Conference Center or The Inn/Guest House), you or the guest will need to make your own lodging arrangements

Honoraria

- Honoraria amount is determined by colloquium organizer or faculty sponsoring event
 - Amounts can range from \$250 - \$1,000+ (there is not a minimum or maximum amount)
- Guest will need to enroll as a UCLA vendor
 - If international and physically traveling/entering the U.S., 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 U.S. (e.g., participating via Zoom), GLACIERS are not required
- Honoraria cannot be paid to current or former employees who have worked at UCLA within the past two years
- UCLA faculty cannot receive an honorarium payment
 - Other option for compensation is to issue research funds
- UC affiliated faculty can receive an honorarium payment, but it does need to go through an academic personnel approval process at UCLA and at the guest faculty's home campus
 - Academic Personnel helps coordinate these types of payments
- Please see [Guest: Honorarium Request Form](#)

Additional Notes

- All staff offices are closed on Fridays throughout the academic year, and we will not be available to open any rooms and/or to help with IT related needs
- Key L105 opens the History conference room (Bunche 6275)
 - Key L105 is the same key that opens the faculty mail room and faculty copy room (across from main office)
- If reserving the History of Science conference room (Bunche 5288), a key must be checked out with the Department Coordinator
- 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, History of Science conference room, etc. should be cleaned up and locked after event is over
- You have the option to hire a graduate student to help organize colloquiums and/or larger events