

Academic Year 2015/2016 **Special Events' Guidelines**

In accordance with the mission of AUBG, the primary purpose of the Special Events is to promote contacts between AUBG and the Bulgarian cultural community. The residential life at AUBG is committed to the educational mission of the University. Additionally, it offers an environment to welcome and celebrate the expression of diversity in backgrounds and opinions. The special events further encourage this process of exploring diversity, while not intimidating and harassing members of diverse populations. In executing this role it is crucial to follow some guidelines in determining the **appropriateness** of a special event.

- First, AUBG does not convey a commitment of the University to the cause and interests of any political and/or ideological formation. AUBG's policy is to abstain from hosting events, which may be misconstrued as endorsement of a particular political and/or ideological formation on the part of the University. Nevertheless, recognizing the contribution which educated individuals may make to a community, AUBG gives the floor to renowned public figures, among which politicians, to deliver lectures or lead panel discussions as a way to acquaint the University community with different perspectives on certain issues, emphasizing that this should not be an indication of the university's endorsement.
- second, although the University does not follow a policy of previewing the suggested exhibits or other cultural activities, it is confident of the serious artistic intent of exhibitors not to cause offense to the sensibilities of the viewers.
- Similarly, AUBG, is a secular institution and does not identify itself with any religious and/or ethnic formations, and, therefore, does not host special events which promote such causes or target specific audiences with interests not complying with the educational mission of the University.
- Any event which involves a presentation with a commercial intent does not fall under the definition of a special event. Instead, the office of "Conferences, Institutes & External Events" is responsible for organizing such kind of events, as well as training programs, seminars, conferences.

A Special Event should be scheduled at a **time** which is most convenient for the University community and do not cause scheduling conflicts with other AUBG departments. A request form for organizing of a particular event must be filled in and submitted to the University Events Office at least four weeks prior the event. Additionally, the AUBG President may invite guests to AUBG as part of the Special Events with the awareness that these invitations will draw on the Special Events account.

Only events organized throughout the University Events Office will be internally **advertised** by its staff. Other cultural, educational etc. institutions in accordance with the specified appropriateness may advertise their activities by posting posters, programs etc. on the designated bulletin boards.

The Special Events funds are used to cover **expenses** for various promotional materials (posters, invitations, etc.), facilities and other services to guests from Bulgaria and abroad. In principle AUBG does not cover the honorarium and travel expenses (only in very special occasions) for the events and only provides its rooms and services for using.

The expenditures might be as follows:

- 1) In principle no honorarium is paid to the guests. But if requested, the University Events Office's staff may authorize payments up to 200 BGN (for the whole event, not per person, as the sum for a person should not exceed 60 BGN) which is given following the completion of a contract.

- 2) Overnight accommodations will be provided by AUBG if necessary. Rooms in a Blagoevgrad Hotel will be used.
- 3) In general, beverages and food from the AUBG Dining Service are not provided but in special cases such might be provided up to 50 BGN upon University Events Office's staff decision.
- 4) The Special Events fund will not pay for taxi transportation. The Special Events fund would cover the bus/train expenses from/to Sofia. Only if there is no other way for the guest to arrive at AUBG on time, the University Events Office's staff may authorize AUBG transportation office or taxi assistance for the travel between Blagoevgrad and Sofia.

Because of limited resources, the Special Event account does not support international air travel to/from AUBG.

- 5) Miscellaneous (flowers, translation, video and audio recording, sound equipment etc.). These expenses (if such) will draw on the Special Events Account only in special occasions and will be authorized by the University Events Office's staff.
- 6) Prospective guests who request to use AUBG MB Auditorium for organizing special events should pay a MB auditorium usage fee. If additional chairs arrangement is requested, the amount of the MB auditorium arrangement fee should be specified by the Facilities Office at least ten working days in advance and will be based on the number of the requested chairs, the time and the additional staff needed for the requested event as well as on the overtime payment of AUBG's staff if/when required. The MB auditorium arrangement fee income as well as all related expenses will be charged to the Facilities Office account. All other necessary facilities services are provided by AUBG.
- 7) Printing projects (posters, invitations, etc.) as specified in the submitted request form. These services are provided by University Events staff and are charged to the Special Events account.
- 8) The expenses covered by Special Events account listed in points 1 through 7 above do not apply to members of AUBG community.

Prospective guests may be considered for **finance support** if the event will clearly serve to promote local and international awareness and recognition of AUBG as demonstrated by their professional reputation and activity. In order to decide, whether to provide such support or not, a CV might be required. It will also help ensure that the guest is truly distinguished and, therefore, his or her visit justifies expenditure of AUBG financial resources.

When there are organizations **sponsoring** the artist but not AUBG directly for an event, they could be listed in the posters and invitations for the event, and their logos/banners could be arranged during the openings. However, the sponsoring organizations should not be allowed to present or sell their products during the event, since such presentations would have commercial intent.

Prospective authors/artists/musicians can use the AUBG facilities for presenting their artistic work only once within **one year** and can be considered for AUBG's financial support once within **two years'** period. Prospective guests may receive permission for organizing more events during a year when there are compelling reasons presented and only after University Events Committee's approval.

Should there be any requests that do not meet the specified guidelines, they will be discussed at the University Events Committee.

These guidelines have been formulated based on the experience in organizing special events for the past academic years and are to be approved by the University Events Committee on an annual basis. Only upon approval by the University Events Committee will any changes to these guidelines become valid.