

Directive S2018-02

September 1, 2018

The Rules for the Organization of Events on the Premises of the IOCB Prague

Besides events organized by the IOCB (its management), the IOCB allows on its premises events organized by IOCB employees. This directive defines the requirements and rules for organizing events

- a) whose focus is directly related to the activities of the IOCB, i.e. science, research, education and the operation and development of the IOCB, and which are attended by external guests (professional events),
- b) with informal social focus that are attended mainly by IOCB employees (social events).

(I)

Professional Events

The preparation of professional events attended by external guests must take into account that:

1. The spatial capacity of the IOCB is limited – the IOCB premises were not primarily designed with the intention of organizing large events and are not adapted to that.
2. The organization of an event with significant participation of external guests is a non-standard situation for the normal operation of the IOCB, which must be handled individually.
3. The IOCB generally does not employ workers whose job would be to help prepare individual events. The events can thus be organized only after prior agreement and on the basis of the involvement in the preparation of the event discussed in advance.

With respect to these aspects, the events must be organized in compliance with the following rules:

1. Capacity

- a) The number of the people attending an event must not exceed the capacity of the space where it is organized (seminar rooms A – 14 people each; seminar rooms B and C – 30 people each; the lecture hall: the main seating area below – 74 and the balcony – 28; the multipurpose hall / club – depending on the arrangement, but the max. of 75 people).
- b) The event may be accompanied by light refreshments (coffee breaks) – after prior agreement with the head of internal administration. The preparation of the spaces for the refreshments and then the cleaning after the event are ensured by the organizer.
- c) Other meals (breakfast, lunch, dinner, buffet ...) can only be provided within the capacity of the dining spaces (café, lounge), or after prior agreement in the multipurpose hall (club) or on the roof terrace of Building B (only buffets).
- d) All the spaces used that are subject to reservation must be reserved in time in the reservation system (the organizers must especially negotiate and ensure shifts in conflicting reservations if necessary). The rooms not reserved for the organization of an event must remain available for the standard operation (including the furniture and other equipment).
- e) For the events organized in the multipurpose hall (club), the hall must be equipped with tables and chairs according to the desired configuration up to the maximum number of 75

chairs or 15 tables. The preparation of the hall before the event and the cleaning after the event are ensured by the organizer after prior agreement with the head of internal administration so as not to limit the organization of other planned events.

- f) For events organized in the lecture hall, the organizer must negotiate the preparation of audiovisual technology and its turning off after the event with the head of ITS or with ITS user support staff. Unless otherwise agreed, the basic operation of the audiovisual technology during the event is ensured, after training, by a person designated by the organizer.

2. Organizational Measures

When organizing an event, the organizer must plan with responsible staff in time the solution to all the situations that are not part of the normal operation at the IOCB, especially:

- a) The organization of the entry and departure of external guests (through the main entrance to Building A):
 - i. A single entry and departure of no more than 20 guests may be, after prior agreement with the head of internal administration, ensured through the handover of the guest list in the form of an attendance sheet at the front desk. Each guest shall announce his/her arrival at the front desk and sign the attendance sheet. The guests shall leave together after the event ends (which is ensured by the organizer).
 - ii. In the case of repeated entries and departures of the guests or if the number of guests is higher, the organizer must, after prior agreement with the head of internal administration, make sure, using his/her own resources, that someone stands at the internal entrance door to Building A during the entire event, ensuring the registration of the guests and enabling their access and departure as needed. The organizer must keep records of the guests and keep track of their presence on the premises.
 - iii. For longer events with repeated entries and departures of the guests, it is possible to request the loan or issue of entry ID cards from the entry system administrator. The costs of the card loan (or loss) or issue are borne by the organizer of the event.
- b) The individual preparation of the spaces (corridors, club, roof) and their return to the normal state,
- c) The preparation for the increased demands on cleaning, the replenishment of toiletries etc. especially for events attended by a higher number of external guests.

3. The Provision of Personnel

If the organization of the events requires the help of more personnel than the organizers of the event, the organizers must negotiate such help individually with relevant staff and heads of the departments concerned sufficiently in advance.

4. Formalities

Events lasting less than one day with the participation of fewer than 20 external guests can be orga-

nized without a prior request, i.e. only based on the reservation of the respective spaces in the reservation system and the negotiation of the operational requisites (see above).

Events lasting more than one day or with the participation of 20 and more external guests are individually authorized upon request. The request for event authorization must contain the name and description of the event, its venue and time (framework program), the plan for the use of all rooms and other spaces, contacts to the organizers and the number of the participants. In order to expedite the process, it is ideal to discuss the operational issues at the departments of Technical-Economic Administration and ITS before submitting the application and to attach their statements to the application. The request shall be submitted through the Secretariat of the Director no later than 3 weeks before the beginning of the event.

(II) Social Events

Informal social events and non-work meetings of the IOCB staff, or external guests, can only be organized under these conditions:

- a) The events may be organized in the spaces of the seminar rooms, multipurpose hall / club, or on the roof terrace of Building B. The spaces that are subject to reservation must be properly reserved for the event.
- b) The events can only be organized after working hours and must be ended by 10 p.m.
- c) If a small number of external guests is present at the event, the visitors must be registered at the main entrance desk of the IOCB following the rules described above.
- d) Throughout the event, the participants must observe the Labor Code and the Working Regulations.

The organizer of the event must:

- a) inform the director about the event through his group leader / department head at least one week before the event;
- b) ensure throughout the event that its participants do not disturb the other employees and the residents of nearby houses;
- c) ensure the cleaning of all the spaces immediately after the event.

Exceptions to the above rules may be granted by the IOCB Director on the basis of a written request submitted by the organizer through the head of the department or the group leader.

Attachment: Template of a request for a permission to organize an event in the IOCB premises.



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