

1. Event Application Procedures

Before you apply;

- a) Make sure the date of the program you are requesting is available at your requested venue.
- b) Download the event application form from io.emu.edu.tr. The event application form must be signed by the authorized International Office staff.
- c) Make sure you have more than 10 business days ahead of your proposed event.

While;

- a) Make sure the event application form is fully filled in.
- b) Make the program of your event with all details (exact time, length, names etc.) is attached.
- c) Make sure the details about any invited guest are included.
- d) Make sure a sample of videos, plays, or photography that you wish to display at your event are all included in your application.
- e) Submit your application with all the required attachments to the International Office.

After;

- a) Wait for the approval of your proposal event for a minimum of 3 working days.
- b) Please be available at any time during the process period in case any further information is requested from you.

2. Procedures for Inviting Guests

- a) Society members do not have the authority to invite any local/ international guests.
- b) If any guests will be invited, the name and contact should be submitted with the proposal.
- c) If the invitation of guests is approved by the Vice Rector, then the International Office invites the guests on behalf of the requesting committee\ union.

3. Rules Regarding Venues

- a) It is forbidden to smoke/ drink or eat in any hall or during bus trips.
- b) Expected number of guests must not exceed the number of seats requested.
- c) It is the responsibility of the society group leader to inform the society/ participants.
- d) The group leader will be the person responsible in case of violation of any of the above.
- e) Cultural center is to be used for cultural and academic events\ seminars only.
- f) Only cocktails can take place at RRCC. No dinners are allowed.
- g) If the society is small the small salon at the cultural center is to be used ie. 100-300 people.
- h) If the society has a large number of individuals the big salon is to be used ie. 300+ people.
- i) If you would like to have a dinner event, it may only be held at the Beach Club and Beach Club will prepare the dinner.

4. Publicity& Promotion

- a) It is strictly forbidden to advertise the event before it is approved.
- b) Sponsors have no editorial or veto power over the event.
- c) Any form of advertisement/ promotion/ sale or announcement during the event is forbidden.

5. Communication & Collaboration Policy

- a) Please follow up your requests to ensure that your requests are approved and being processed.
- b) At any time before or during the process period, please feel free to speak with and discuss your event with the authorized International Office organizing committee members.
- c) All the event applications should be done by the president or vice president of your society.
- d) The International Office reserves the right to modify or cancel the event in case of any need.
- e) Any violation of this agreement might lead to the cancellation of any future event organized by your society/ union.

During the event;

- a) When approved the organizer must collaborate with the venue operator assistant & administrator.
- b) The event must start & finish exactly on the specified time.
- c) Participants of the event must be ready before the exact departure time arranged for the event.
- d) The content of the program must be the same as the content submitted for approval.
- e) Any form of entrance/ transportation fee collection is strictly forbidden.

We are here to support you ☺

Together Everyone Achieves More.

I have read this agreement and agree with terms and conditions

Name: _____

Signature: _____

Özgür Taşcıoğlu GÜLER

International Office Coordinator

Signature: _____

For official use only

Item	Quantity	Cost / TL	Request Number
Invitations			
Poster			
Banner			
Flyer			
T-Shirt			
Cocktail / Dinner			
Refreshments			
Cake			
DAU TV			
Transportation			
Flight Ticket			
Balloons			
Security			
Other:			
Other:			
Other:			

Submitted by _____ Date: _____

Signature: _____