

Application submitted on:/...../.....

!! At least 5 working days before the event !!
Contact information of the responsible of the activity who will attend the event:

Name student

Mobile phone:

E-mail:

Study programme:

Campus:

Event information

Activity name:

Student association/organization:

Date:

Location:

Hour start & end: from till

Hour se-up & clean-up: from till

(Max. 21h. If you end too late your next events will be allowed until only 20h)

Number of participants: *(estimation)*

Type of activity: *(indicate what applies)*

- | | |
|--------------------------------------|---|
| <input type="radio"/> Lecture | <input type="radio"/> Concert |
| <input type="radio"/> Workshop | <input type="radio"/> Reception |
| <input type="radio"/> Sports event | <input type="radio"/> Party |
| <input type="radio"/> Cultural event | <input type="radio"/> Assembly/Congress |
| <input type="radio"/> Exposition | <input type="radio"/> Other: |

Brief description of the activity:

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DETAILS SUPPORT:

Application support STUVO (Total max. €200)

- ☐ Rent / buy material of equipment (max. €100)
- ☐ Cost external lecturer, speaker... (max. €100)
- ☐ Other: (only after approval STUVO staff member - max. €200)

Give further details below regarding the requested financial support. Add an estimate of your expenses and, if applicable, incomes in the table to clarify.

Amount / cost estimation	Description cost	Proof of payment / invoice

LOCATIE - Waar wil je de activiteit laten doorgaan?

*Food and drinks are only allowed in the rooms in **BOLD***

- ☐ Kleine aula/Small auditorium 0105 --> tables can't be moved
- ☐ 2215 Polyvalente --> tables can't be moved
- ☐ **Foyer (reception) 2112 /6112**
- ☐ **Large breakroom 1119**
- ☐ **Terrace breakroom 1119**
- ☐ Classroom
- ☐ **Belcampus restaurant**
(until 18h00)
- ☐ Entrance Hermes / Serclaes
- ☐ Cinema room 6303 (Hermes3) **NO DRINKS/SNACKS**
- ☐ Videoconference 6306
- ☐ Not op de campus

Receptiemateriaal:

- ☐ Fridge
- ☐ High reception tables
- ☐ Walls on wheels
- ☐ Sandwich board at the entrance of the campus
- ☐ TV screen on wheels (not a TV on the wall or a beamer)

You can book AV equipment for free through <https://www.chegroom.com>

Pick-up at the reception of the library (Serclaes block C)

Need support for ICT (beamer connection/request microphones/...)?

Make a ticket for this **enough in advance** through:

[Odisee Service Desk ITSM](#) | [Odisee Help Center](#)

Underground car park 't Serclaes

(Only for loading/unloading equipment + guest speakers)

Car park for: (name)

Number plate:

Hour arrival & departure (max 21h00): &

PROMOTION:

Odisee online kalender: <https://www.odisee.be/registreer-je-event>

Posters A3 Vertical:

Logos Odisee / KU Leuven campus Brussel **MUST** be on the poster.

- ⇒ STUVO prints 10 A3 (portrait) posters for FREE and hangs these on the notice boards in the student restaurant and the Erasmus lounge. **You aren't allowed to hang up posters on campus yourself.**

Flyers A6 (4 A6 flyers on 1 A4 sheet)

Logos Odisee / KU Leuven campus Brussel **MUST** be on the flyers.

- ⇒ STUVO print 20 A4 (portrait) flyers for FREE. You still need to cut these yourself.

After handing out flyers on campus, make sure that all the thrown out flyers on the whole campus are cleaned up!

Social media => Tagging on Instagram = @odiseecampusbrussel @febkuLeuven @io_feb