Organising a Who's in Town

The contact person for Who's in Town lectures is **Benjamin Garstka** (b.j.garstka@auc.nl). To begin the process, please send him an email and follow the steps below.

Step 1: submit your request
For the Who's in Town, you will need to send the following information at least two weeks in advance of the desired date of the lecture by email:

1. Desired date
2. Desired location in the AUC building (typically, the Common Room or Room 1.02)
3. Desired time of the WiT (typically 12.30-14.00 or 18.00-20.00)
4. A short biography of the speaker (75-125 words max.)
5. Title of the lecture (10-15 words max.)
6. Abstract of the lecture (120-200 words max.)
7. The organiser (if it's not yourself)
8. Estimated amount of people*

**If you expect more than 75 people to attend and your lecture takes place after 18.00, please make sure that you arrange adequate BHV coverage.*

Step 2: room reservation
The next step in organising a Who's in Town is reserving the room. After you submit your request, the AUC Communications Team will check if your requested room is available on date/time indicated. If it is not, they will send you an email with possible alternative locations and/or times.

Step 3: producing promotional materials
After the reservation is made, the Communications Team will produce a standard WiT poster and put the event on the AUC website. It will also be advertised as on the LCD screens throughout the AUC building, in the AUC faculty and student newsletters, and a Facebook event will be created. The Communications Team will send you a PDF of the poster, link to the website and link to the Facebook event.

Step 4: advertise!
As convenor, you are responsible for the active promotion of your event. AUC will promote your event through its default communications channels (LCD screens, website, Facebook, newsletters), but events are best attended when the convenor personally approaches potential guests and target audiences.

Step 5: meet with the housemasters
The Who's in Town default set-up includes the beamer, microphone (if in the Common Room) and sound. If there are other audio-visual or special arrangements required (for example, multiple microphones, an alternative arrangement of the furniture, more than 100 attendants, etc.), then you must also consult with the housemasters (Jaap Boertje or Rina Sommer-Rekers) prior to the date of the event.

On the day of the event, please double check with the housemasters at least one hour prior to the start of the lecture that all is arranged as you've requested.

Questions
For any further questions about arranging a Who's in Town, please send an email to b.j.garstka@auc.nl.