CONFERENCE
GUIDELINES
ORGANIZING AN EVENT ON THE AUC CAMPUS
MESSAGE FROM THE OSD

Dear Event Organization Committees,
This Conference Guideline was created in order to help you organize conferences and events on the AUC campus. Guidelines indicate how to prepare the proposal, preliminary, and final report. The process of writing the reports is not meant to create more work for your organizing committee, but rather, to ensure that all the necessary grounds for the conference have been covered. By having to report each of the activities and steps taken, hopefully you will be able to catch any gaps in your planning process. The other aim of the reports is to offer a dimension of accountability to the event planning, as well as having a thorough written plan and evaluation of the conference for your student association's files that will inevitably aid you in future planning.

Aside from the outlines of the reports, the Conference Guidelines also contains samples of important documentation you will be expected to draft, such as invitations for keynote speakers, as well as a budget. Furthermore, we have provided examples of tables that will make the organization and division of tasks easier for your organizing committee. You will also find important contact information for equipment, permits, and rentals. Also important, is to review the ANNEX provided, which outlines the roles of those who can help you in organizing the event, as well as specific guidelines that you must follow in order to comply with the AUC’s general Rules and Regulations.

The guidelines are meant to be a reference point to make your event planning clearer and less daunting. However, you will also have the opportunity to meet with the OSD, an Academic Advisor, as well as a graduate student advisor, all of whom will be tasked to provide additional support and advice during your event planning. If you have any specific questions that are not covered in the Guidelines or a meeting, do not hesitate to send an email or to drop by the OSD for any clarifications or help.

The best of luck with your planning!
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UPDATED MAY 2012
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SECTION I: CONFERENCE PROPOSAL

You must submit a conference proposal outlining the mandate of the conference, your planned activities, and a skeleton budget and action plan. It must be submitted to, and approved by the Office of Student Development.

Prior to writing the proposal, be sure to identify your audience and their interests. Use questionnaires, brainstorming, and informal interviews and discussions to get ideas.

Your report should be organized in the following manner:

1. Mission statement of the Conference
   1.1. Basic information on the student organization
   1.2. What does the conference aim to achieve? And how does it related to the student organization’s mandate?
   1.3. Through what means (lectures, workshops, panel discussions, artistic exhibitions, etc) will this goal be achieved?
2. Timetable of the scheduled events that will be carried out in the conference that include opening, closing, Saturday sessions and outings during the year of the conference
3. Conference language
4. Conference policy: rules and regulations regarding the conference. Must be approved by the Academic Faculty Advisor.
5. Financial requirements
   5.1. Submission of a detailed budget indicating the sources of income and the estimated expenses that will be incurred. Also include a sample of the Real Budget, that demonstrates at least 10% of the conference’s budget.

UPDATED MAY 2012
5.2. All funds collected from sponsors and all delegate fees must be deposited into the conference account with CIB. Account number: 05 9010 5433

5.3. Any expenditure must be approved within the existing funds available for the event. Thus, early collection is key to the completion and success of any event.

5.4. Fundraising Plan: Benefit Package stating the benefits that will be given to the sponsors in exchange for their financial support of the conference, and list of all potential companies and organizations for fundraising. Sponsors Legal Contract must be approved and cosigned by the OSD.¹

5.5. Under no circumstances shall a contract be made with a sponsor or vendors without the approval and signature of the OSD.

5.6. Ensure that the account of the Conference Organizational Committee/Student group hosting the conference is balanced at the Office of Student Development. Or discuss financing options with the OSD.

5.7. All vendors and suppliers of materials must have a contract approved and signed by the OSD. Minimum vendor requirements must be submitted:
   - 5.1.1. Tax file and ID number
   - 5.1.2. Contract co-signed by the university
   - 5.1.3. Issues an invoice for every sale
   - 5.1.4. Willing to accept payment on credit terms

6. Responsibility of Conference Officials
   - 6.1. President
   - 6.2. Vice president (Organization Committee Chairperson)
   - 6.3. Graduate Student Advisor
   - 6.4. Treasurer(s)
   - 6.5. Fundraising Head
   - 6.6. Publicity Head
   - 6.7. Reception Head

SECTION II: MEETING FOR APPROVAL

¹ Legal Contracts with all sponsors will only be issued from OSD within 24 hours for contract request submission.
Once your Planned Proposal and budgetary estimates have been submitted to the Office of Student Development, it will either be approved or disapproved. If Planned Proposal receives approval, the OSD will set up a High Board meeting with the Conference Officials of the Organizational Committee of the conference for the Final Approval Process. The members present should include all Conference Officials listed in Section 3.6.

The following will occur during the Final Approval Process:

1. A review of the conduct code for AUC—specifically on campus events and the procedures that need to be taken
2. Discuss in detail the planned proposal for the event
3. The OSD will provide feedback on how the action plan, budget, and timeline can be improved
4. An agreement will be signed by the OSD and the Organizational Committee Representative. It will state the official approval of the conference being held at the AUC and organized under its auspices. Furthermore, terms will be stipulated stating what is permitted within the agreement and how an agreement would be terminated if rules were breached.
5. The OSD will assign an Academic Advisor to the Conference Organizational Committee to oversee the planning of the conference and offer guidance and suggestions throughout the planning of the event, and management and logistical needs during the event period.
6. The Organizational Committee will be partnered with a graduate student that will work directly with them to ensure planning, booking procedures, budget procurement, and event management run smoothly. The graduate student will be there to offer advice and their experience to guide the student group throughout the period of the planning process and the event itself.
7. OSD will organize a budget training session for the Conference Officials to assist them in planning an effective budget.

SECTION III:
PRELIMINARY REPORT

UPDATED MAY 2012
Prior to the event your Organizational Committee will submit a Preliminary Report in the following format:

1. Outline the activities that will take place.
   Create a timeline with deadlines for each goal and what small steps need to be taken in order to achieve them.

2. Description of general periods throughout the conference, followed by a time management table of activities occurring, who is responsible, what materials are needed, and the deadline.

   2.1. Opening Ceremonies
   2.2. Sessions/Workshops. Estimated number of attendees (to determine rooms or halls where the events should be held). What will be discussed and the name of the lecturer or facilitator of the workshop.
   2.3. Brief background on lecturers and keynote speakers
      2.3.1. Research possible keynote speakers
      2.3.2. Provide a description of their background and expertise
      2.3.3. Include the cost of their lectures, as well as if they require transportation and accommodation
   2.4. Receptions/Social events
   2.5. Garden events/receptions
   2.6. Closing Ceremonies

Example:

2.1. Opening Ceremonies

Brief description

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible</th>
<th>Steps to be taken</th>
<th>Materials needed</th>
<th>Time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book a caterer for the opening ceremonies</td>
<td>Insert name here.</td>
<td>Decide what type of food (meal, buffet, finger foods, etc) should be on offer</td>
<td>Budget for food and estimated number of guests for opening ceremonies</td>
<td>Complete budget by January 12th. Call the available caterers Test the food</td>
</tr>
</tbody>
</table>
3. **Gather the requisite documentation of permits needed:**
   - 3.1. Security permits
   - 3.2. Safety
   - 3.3. Health units
   - 3.4. Maintenance
   - 3.5. Documentation for external actors (food kiosks, musicians, etc)

4. **Detailed Budget**
   - 4.1. Description and calculation of incoming funds for the conference
     - 4.1.1. Fundraising: Private donations, sponsorships, and fundraising events.
     - 4.1.2. Grants
     - 4.1.3. Ticket Sales
   - 4.2. Description and calculation of expenses
     - 4.2.1. Have a detailed list of material and services needed and their costs

*Note:* Please be aware that all funds that have been paid to you as delegate fees are non-refundable. That means, that a student cannot attend one or two workshops and simply claim they were unsatisfied, and ask for a refund. Once a ticket is purchased, it is purchased.

5. **Training**
   Details of training needed for the member of the organization with time plan as well as name and qualification of the trainer to be approved by the assigned Academic Advisor and the OSD.

   Please submit a table with the information as follows:

<table>
<thead>
<tr>
<th>Name of member of the organization</th>
<th>Position and role in organization</th>
<th>Training session (description and time frame)</th>
<th>Foreseen outcomes</th>
<th>Name of trainer</th>
<th>Qualifications of trainer</th>
<th>Price of course</th>
</tr>
</thead>
</table>

**Name of member of the organization**

**Position and role in organization**

**Training session (description and time frame)**

**Foreseen outcomes**

**Name of trainer**

**Qualifications of trainer**

**Price of course**

**UPDATED MAY 2012**
6. **Publications and Media Coverage**

6.1. All promotional material for conference including banners, posters, invitations and conference guides must be approved by the OSD prior to printing. Conference guides must be submitted at least 48 hours prior to printing for editing.

6.2. All press releases must be approved by the Office of Marketing and Communication prior to sending it to the media.

6.3. Details of the press pass organization.

6.4. Submit general description of online content that will be used to promote the conference/event. I.e. website, Facebook account, etc.

7. **Food, Accommodation, and Transportation**

7.1. Description of possible menus; taking into consideration diversity in the menu to accommodate food allergies, vegetarianism, etc.

7.2. Accommodation for delegates, lecturers, and facilitators. Will accommodation be provided, or will there be a least of suggested areas to stay? Use of a hotel, or the AUC dorms? Include costs, description of the venue and its location.

7.3. Transportation needed if accommodation of the delegates is outside of the AUC campus. Also consider if people are coming from the train station or airport. Will a pick-up service be provided, or an alternative?

7.4. Route plans for the buses must be planned at least two weeks prior to the conference. Be sure to list social outings that will be occurring within the Conference, if the venue is off-campus

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**SECTION IV: MEETINGS**

Be sure to schedule regular meetings with the assigned Academic Advisor as well as the graduate student assigned to your event. Also remember to keep in communication with the OSD about the
processes and status of permits and contracts. The more communication you have with these 3 resources, the easier your event management will run, and the more likely it will be to foresee any obstacles and rectify them before they become problems.

SECTION V: FINAL OUTPUT REPORT

After the event has taken place, the Organizational Committee will be expected to submit a Final Output Report to the OSD up to 7 days later. The purpose of the report is to document the activities of the conference, compare the planned event with the actual management of the event, and to evaluate the conference and what ran smoothly and what could be improved.

When writing the Final Output Report, please follow this general format:

1. Review of the conference activities
2. Financial section; budget implementation, income and expenses
3. Feedback from participants
   Gather opinions from conference participants by conducting a survey at the end of your event.
   Include an example page of the survey used.
   Example survey:
ISLC Conference
Participant Feedback

Please take the time to fill out our survey so that we can know where you were satisfied, and our areas for improvement for next time!

Thanks in advance!

Please circle the number that is best associated with your experience.
1 = Highly Disagree  3 = Agree
2 = Disagree          4 = Highly Agree

The Opening Ceremonies were well organized.

1  2  3  4

The Opening Ceremonies set a good introductory for the rest of the Conference.

1  2  3  4

The workshops were thoughtful and relevant to the ISLC mission

1  2  3  4

The sessions were informative.

1  2  3  4

The sessions were engaging and participative.

1  2  3  4

The facilitators (president, vp, executive, modcod, heads and mods) of the conference were visible to answer any questions and concerns during the event.

1  2  3  4

It was easy to get to and from the events on the AUC grounds.

1  2  3  4

The agenda of the conference was well prepared and was executed on time.

1  2  3  4

4. Successes and areas for improvement
5. General Reflections

UPDATED MAY 2012
6. Strategizing for the Future

SECTION VI:
LOGISTICS INFORMATION
AND IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>Item</th>
<th>To do</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Halls, conference rooms, and labs</td>
<td>Hall reservations need to be made at least one month in advance. (you may make the reservation as of the 3rd week from the beginning of the semester). Please check the availability at: cvc.aucegypt.edu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reserving Labs: Please review website for availability: bcc.aucegypt.edu</td>
<td>Hall Reservation: Ms. Lobna Ali 012 7000 4806</td>
</tr>
<tr>
<td></td>
<td>Reserving Rooms: Notice of at least 2 business days is required</td>
<td>BEC: Supervisor: Khaled Galal Ahmed 012 7000 1856</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Team: 012 7000 1828</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SSE: Supervisor: Samy Mohamed El-Ghareeb 012 7000 1826</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Team: 012 7000 1834 (or 835)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HUSS: Team: 012 7000 1843</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Center: Supervisor: Magdy Hindawy 017 0001 282</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Team: 012 7000 1833 (or 858)</td>
</tr>
<tr>
<td>Garden Reservation</td>
<td>Permits needed from: The Desert and Development Center</td>
<td>Outdoor Events F&amp;S: Mr. Ibrahim Mahmoud 010 0007 5803 2615 4123</td>
</tr>
</tbody>
</table>

UPDATED MAY 2012
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety department</td>
<td></td>
</tr>
<tr>
<td>Facilities and Operations</td>
<td></td>
</tr>
<tr>
<td>Mr. Hamdy Yassin (banners)</td>
<td></td>
</tr>
<tr>
<td>010 0007 5740 4131 4419</td>
<td></td>
</tr>
<tr>
<td>Grounds Team</td>
<td></td>
</tr>
<tr>
<td>012 7000 1864</td>
<td></td>
</tr>
<tr>
<td>Generator</td>
<td></td>
</tr>
<tr>
<td>(must be entered through Gate 3 AB1)</td>
<td></td>
</tr>
<tr>
<td>Permits needed from</td>
<td></td>
</tr>
<tr>
<td>Security department</td>
<td></td>
</tr>
<tr>
<td>Safety department</td>
<td></td>
</tr>
<tr>
<td><strong>Request at least 2 business days in advance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In order to have the generator brought onto the grounds, you must coordinate with Sahar Hassan or Mohamed Hosny to ensure golf carts will be available for its transportation.</strong></td>
<td></td>
</tr>
<tr>
<td>Security: ext. 3893</td>
<td></td>
</tr>
<tr>
<td>Security gates: ext. 4401.4405.</td>
<td></td>
</tr>
<tr>
<td>Mr. Ahmed Khalid ext. 4415</td>
<td></td>
</tr>
<tr>
<td>Golf Carts</td>
<td></td>
</tr>
<tr>
<td>For transportation of utilities</td>
<td></td>
</tr>
<tr>
<td><strong>Request at least 2 business days in advance</strong></td>
<td></td>
</tr>
<tr>
<td>Sahar Hassan</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:saharh@aucegypt.edu">saharh@aucegypt.edu</a></td>
<td></td>
</tr>
<tr>
<td>010 6669 4355</td>
<td></td>
</tr>
<tr>
<td>Mohamed Hosny 012 7000 1808</td>
<td></td>
</tr>
<tr>
<td>Bus Transportation</td>
<td></td>
</tr>
<tr>
<td>Set the routes with the meeting points to and from the AUC campus</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:nilegate500@yahoo.com">nilegate500@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>Dormitories</td>
<td></td>
</tr>
<tr>
<td>Call and reserve at least one month in advance</td>
<td></td>
</tr>
<tr>
<td>Submit a list of names of the guests that will be staying there</td>
<td></td>
</tr>
<tr>
<td>Student Housing- ext. 4017/18/19</td>
<td></td>
</tr>
<tr>
<td>CTMS (Classroom Technologies and Media Services)</td>
<td></td>
</tr>
<tr>
<td>Reserve microphones, projectors, and other technological equipment THROUGH THE OSD,</td>
<td></td>
</tr>
<tr>
<td>3709 3717 Ext 1010 (CTMS number in case of emergency for tech help)</td>
<td></td>
</tr>
</tbody>
</table>
If you will need Sound and Light equipment to come onto campus, please be sure to get the security and safety permits in order to do so, at least 2 business days in advance.

**ANNEX**

A. **Role of Academic Advisor**

- Review and approve all academic content of the organization (Conference topics, Newsletter, and Conference Guide)
- Participate in the selection of the President and the Vice President of the organization
- Appointment of a graduate student advisor to work closely with the Faculty Advisor and the President in order to implement the academic program and supervise the production of the final annual output report of the organization
- Evaluate the performance of the student leaders of the conference
- Attend the key function of the conference
- Encourage outgoing officers to hold a transition meeting with incoming officers to relay duties, important information, and answer any questions.
- Follow up with the organization head and the graduate student advisor for the implementation of the academic section of the program
- Edit and approve the final output report at the end of the program
- Approve the general budget for the organization that will be monitored by the OSD to assess the organization financial performance
- Work closely with the organization to ensure a cooperative relationship between organization members
- Coach students involved in the program to conduct their activities in an ethical and professional manner
- Assist students to understand and apply democratic principles within their own organization in working with others.
B. Role of the Office of Student Development

- Develop and train students in various rules and regulations of the AUC for conducting activities on campus
- Involved with the Academic Advisor and the ex-president in the selection of the new president and vice president of the conference
- Monitor all financial transactions periodically according to approved budget
- Sign all requisitions for the conference to make sure that:
  - Conference president or treasurer signs it
  - Expenditures are appropriate within all existing policies
- Issue security permits for equipment and personal
- Coordinate with the B&G office for the reservation of halls and rooms for student activities
- Coordinate with the Safety Department for all activities
- Follow up on the student implementation of rules and regulations in consideration of safety and security clauses
- Organize the use of booths as well as banner reservations
- Assist students and issue all sponsorship and vendor contracts.
- Provide training sessions for all fundraising heads concerning the Sponsorship Rules and Regulations. Work closely with the students to implement the AUC regulations in this area.
- Edit, review and approve all publication materials for the conference, including posters, newspaper advertisements, newsletters, conference guides and programmes.
- Communicate and work closely with the academic advisor.
- Work closely with the member of the conference to coordinate their events with the rest of the AUC community.
- Ensure students are aware of the AUC rules and regulations and conduct training sessions periodically with student leaders to inform them of all changes.
- Coordinate with the office of Marketing and Communication for the media coverage of all student activities
- Supervise all activities to ensure safety and security of the students during their activities. Ensure that the university policies are enforced.

C. Garden Guidelines

UPDATED MAY 2012
Please follow the guidelines provided by the DDC, if you are planning to have an event in the garden area on campus.

- No obstruction at the entrance or exits
- No structures (including tents, booths, tables, etc) will be erected outside the paved areas of the garden. Thus, not on the lawn, sand or gravel areas
- There may be no disturbance to plants or the plant areas. This includes no attachments to trees (signs, ropes, etc). People and vehicles are also prohibited from entering the plant areas along the pathways.
- Please request the participants of the conference to respect the landscape, plants, and irrigation system. DDC will inspect the area afterwards and report any damages to the property.
- Sound (music or performances) may begin after the closing of the Library, at 8:30 pm.
- If the use of a generator is needed, please be advised that it must be brought through Gate 3, AB1.
- Please ensure that golf carts are available for the transportation of the generator, sound system, and other equipment, as road-vehicles are not permitted on the campus pathways.

D. Keynote Speaker Invitation Guideline

There are some protocols for contacting a keynote speaker and inviting them to the AUC for your conference. Please consider the guidelines below to ensure you are aligned with the university’s policy and conventions.

1. Send the president’s office a draft of the letter that contains the following:
   a. A short description of the event and the student organization that is organizing the conference.
   b. Date, time, and location of the event
   c. Role of the guest that is expected to speak
   d. Name and contract information of the person with whom the guest of his or her office can follow up for more information and scheduling. In the absence of a contact person the president’s office will serve as the point of contact.

2. Include the contact information of the invitee. A physical mailing address is required. If you are able to provide an email address, a scanned copy of the letter will also be sent via email.
3. Provide the president’s office with a representative from the student organization’s contact information, to ensure follow-up and communication. Please include:
   a. Name
   b. Email
   c. Address
   d. Telephone number

4. Once your package is submitted to the president’s office, the letter will be prepared, signed by the president and sent out. The student association will also receive a copy of the letter, for your records.

5. You must also submit the letter to the ODS, which will then serve as a liaison with the president’s office.

Example of an Invitation
November 16, 2011

H.E. Dr. Fayza Abu El Naga
Minister of International Cooperation
8 Adly Street, 12th Floor, Downtown
Cairo, Egypt

Dear Dr. Abu El Naga,

It is my pleasure to extend an invitation to you on behalf of the Model Business Association (MBA) to join us as the keynote speaker for its grand opening ceremony. The ceremony will be held on Sunday, December 4th at 6:30 pm at Basili Auditorium on the New Cairo campus of the American University in Cairo (AUC).

Every year, MBA organizes an event to celebrate the opening of the student organization dedicated to serving the needs of business students. This year, the theme of the event focuses on the role of youth in business development in Egypt. In light of the major social, economic and political transformations in the region, we would be honored if you would deliver a few words addressing this theme. Our students will also be keen to learn about your very successful professional and political career. This will be followed by a short Q&A session.

Mr. Tariq Pasic is serving as liaison with MBA and will follow up with your office. She may be reached by telephone at 010-6610-4949 or by email at tariq.pasic@aucegypt.edu.

We hope that you will honor us with your presence and words at this special event.

Sincerely,

[Tariq's signature]

Lisa Andrusko
President

Time and Place

History of Association

Student Association Contact

Information

Important Deadlines

a. Draft letters to dignitaries and officials located outside of Egypt must be received by the president's office at least TWO months prior to the date of the event

b. Draft letter to dignitaries and officials located within Egypt must be received by the president's office at least ONE month prior to the date of the event

UPDATED MAY 2012
c. Requests for invitation letters that are received after these deadlines will not be accepted or processed.

E. Security Clearance Procedure

1. In the case of an open day organized by the student conference for interviews, the student association must send a memo, endorsed and signed by the OSD to the security office. The memo must include the interviewees’ category (university students, school students, etc), the duration, the date, the time, the purpose and the location of the event. The memo must be sent at least 48 hours prior to the event.

2. The stamped permit will be distributed to the concerned parties by the Security Office, thus, organizers are not responsible for the distribution of the permits.

3. When there is a visitor that does not belong to the interviewees categories listed, the organizer will either provide a list of names or provide the visitor with an invitation.

4. The organizers must confirm that the interviewees will present their university or school ID. On an exceptional basis the security guards will accept photo ID if the interviewee indicates the purpose of the visit at the gate. Under this circumstance, the IDs will be kept at Gate 4 and returned to the interviewees when they are leaving campus.

5. If the interviewees are arriving at the Pepsi Gate, IDs will be checked and collected. They will then be returned to the interviewees upon their exit from campus.

6. If interviewees arrive to campus without an ID at either Gate 4, or fails to indicate the purpose of the visit when presenting a non-category identifying ID, he or she will be denied access to the AUC. If they arrive via bus at the Pepsi Gate without ID, the security guards will call the organizer representative to come and escort him or her outside the campus.

7. Organizers will assume full responsibility for visitors that come under the invitees category and have acquire access to the AUC campus.

F. Career Advising and Placement Services (CAPS)

The CAPS office arranges corporate seminars/case studies, career development workshops, on-campus recruiting and other career-related activities with academic departments and student clubs. Students interested in organizing career-related activities as listed above, should receive the consent from, and coordinate their event with the CAPS office. Please fill in the following form and submit it to the CAPS office.
G. Freedom of Expression Clause and Procedures

The American University in Cairo (AUC) values the freedoms of speech, thought, expression, and assembly — in themselves and as part of the core educational and intellectual mission of all members of the AUC community. The very concept of freedom assumes that people usually choose wisely from a range of available ideas in our unique cross-cultural setting. The university is a place where ideas may be expressed freely both inside and outside the classroom. The only limits on these freedoms are those dictated by applicable law and those necessary to protect the rights of other members of the university community and to ensure the normal functioning of the university. Members of the AUC community who exercise their freedom of expression shall not be subject to discipline or retaliation.

Freedom of expression must be guarded and embraced. This freedom should not be misunderstood to allow slander, libel and incitement of hate or threatening or abusive expression. The exercise of the freedom of expression and the assumption of the related responsibilities do not depend in any way on the message or sponsorship of the act or event, nor is it necessary that any such activities be sponsored by a university-recognized entity. The right of freedom of expression is also extended to student publications of AUC. Defending that right is a fundamental obligation of the university. Controversy cannot be permitted to abridge the freedoms of speech, thought, expression or assembly.

On the AUC campuses, without prior approval, members of the AUC community may distribute printed material, offer petitions for signature and make speeches outside university buildings. Protests and demonstrations are also permitted without prior approval, but require prior notification to the university. All such activities must be peaceful and avoid acts or credible threats of violence. No event shall infringe upon the rights or privileges of anyone not in sympathy with it, and no one will be permitted to harm others, damage or deface property, block access to university buildings or disrupt classes. University-recognized entities that sponsor invited guests to campus are expected to uphold AUC’s educational mission by planning carefully to create safe and thoughtful experiences for those involved.

A. Guest speakers are to be invited through a university-recognized entity, which is also responsible for notifying the appropriate offices. If government officials will be invited, AUC’s Office of the President should be notified. Hosts are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant university policies. Individuals are responsible for educating themselves on applicable laws relating to free expression. Consistent with the rights and responsibilities outlined in the university’s policy on freedom of expression, university hosts must follow all applicable policies related to space reservation, use, safety and security.

AUC’s freedom of expression policy grants students, faculty and staff the right to free expression on campus. The procedures
below are designed to allow members of the AUC community to fully exercise their right to free expression without impinging on the rights of others, damaging or defacing property, disrupting classes or blocking access to the University or University-scheduled events or ceremonies. In addition, individuals who exercise their right to freedom of expression must follow all other University policies and applicable laws. As stipulated in the policy, the right to freedom does not absolve faculty, students, and staff from their responsibilities as members of the AUC community.

INVITED SPEAKERS

1. All guest speakers must be invited through a University recognized entity (office, department, or student organization).

2. Any student organization interested in inviting a speaker must fill out an activity sheet with the approval of its faculty advisor. The activity sheet must be submitted to the OSD at least 10 working days prior to the event. The activity sheet should be submitted to the associate director responsible for the student organization. OSD does not approve speakers, but the office must be notified.

3. If more than one student association invites the same speaker, the Club and Conference Committee will give priority to the group who request the speaker first, in order to avoid duplication of activities on campus. Special consideration may be given to the student association whose specialization fits the profile of the speaker. The CCC is the final arbitrator of disputes of invitations.

4. The Office of the President must be notified if government officials are being invited. A draft of the invitation to the official must be emailed to the director of the president’s office at least 10 working days prior to the event.

LOGISTICS CHECKLIST

Be sure you have the following:

☐ The requisite security permits

☐ The requisite safety permits
• Reserve necessary lecture halls, conference rooms, and labs

• Reserve the garden, if applicable
  
  • Gotten permit from the DDC?
  
  • Safety Department?
  
  • Facilities and Operations?
  
  • Reviewed the rules and regulations of using the garden?

Reservations

• Reserve rooms (what size and type of room is necessary?)

• Be sure you have received confirmation for the room reservation

• Ensure that the generator will be able to access through the gate

• Contact the catering company so they can add the event to their schedule

• Select menu. Keep in mind food allergies, food restrictions, and vegetarians, etc

• Order linens and tableware, if not provided by the catering company (Don’t forget to include linens for tables for registration, awards, etc)

• Contact musicians, performers, DJs, etc if applicable, for social events

Transportation

• Arranged transportation to and from the airport or train station

• Reserve buses for transportation (if there are accommodations or events off of the AUC campus)
☐ Set the routes for the buses

☐ Reserve dormitories or arranged accommodation for the incoming delegates

☐ Submit the list of names of the students that would be staying in the dorms

☐ Reserve golf carts for transporting utilities

☐ Media Servicing. Send your requirements to the OSD, so that it can be ordered for you

(laptops, projectors, etc)

POST EVENT

☐ Have the participants and delegates in the conference complete a feedback survey

☐ Return all resources and equipment to their proper places

☐ Submit final report of Conference Plan

☐ Send thank you notes to those who participated in the organization of the event

☐ Settle your account with the OSD
Agreement

By signing this form, I .................................................... in my capacity as ........................................ in the following student organization ................................, hereby confirm:

a) To provide a copy of the signed agreement with the employer, whose information is provided in the box below;

b) to notify the CAPS office as soon as candidate(s) - provided that they are students or graduates of AUC - is/are selected for the (internship/ training) provided by ........................................ (Employer Name); and complete their information in the “Selected Candidates Form” as soon as it is available.

Employer Information

Employer Name: .................................................................
Contact Person: .................................................................
Contact Person E-mail: ...........................................................
Contact Person Telephone Number: ........................................
Internship/ Training Title: ....................................................
Number of Internships/ Training Opportunities: .........................
Start Date of Internship/ Training Opportunity: ........................
End Date of Internship/ Training Opportunity: .........................

This form has been completed by:

Name: .................................................................
ID: .................................................................
Mobile: .................................................................
Email: .................................................................
Date: .................................................................
Selected Candidates Form

Organization Name: ........................................ Date of Submission: ......................
Organization Representative: ......................... Internship Title: .........................

Selected Candidate(s) Information

Name: ................................................. Student I.D.: ......................
E-mail: ............................................. Mobile: .......................

Name: ................................................. Student I.D.: ......................
E-mail: ............................................. Mobile: .......................

Name: ................................................. Student I.D.: ......................
E-mail: ............................................. Mobile: .......................

Name: ................................................. Student I.D.: ......................
E-mail: ............................................. Mobile: .......................

Name: ................................................. Student I.D.: ......................
E-mail: ............................................. Mobile: .......................

Name: ................................................. Student I.D.: ......................
E-mail: ............................................. Mobile: .......................
SECTION VII: ACADEMIC ADVISOR IN DEPTH

A. Defining the Role of the Advisor

Each club/organization must have a Faculty/Staff Advisor. A Faculty/Staff Advisor is defined as a person (faculty, administrator, or staff) currently employed by the University and holding office hours within the University.

The advisor plays an integral role in helping student leaders create an environment within their club/organizations that is productive, safe, enjoyable, and educational. The main objective of an advisor is to be available to guide and assist the officers or members in the mission/goals of the group and to make choices within the boundaries established by University policies. Advisors are essential in helping their students facilitate the coordination of club/organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and loss.

Our staff can answer questions or assist you in other capacities related to advising a club/organization.

Because student leaders and advisors may imagine the advisor’s role and appropriate advising differently, the student leaders and advisor should discuss and agree upon the specific responsibilities of the advisor. Listed below are some expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items then discuss answers and resolve differences. For some items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

An important part of any student organization is the advisor. Every student club/organization must have an advisor to be officially recognized by the University. The advisor is required to be a faculty or academic staff member. The University believes an advisor serves a very important function to the organization, and to the campus activities program. The selection of an advisor provides a new perspective, opportunity for feedback and support to the organization. His or her experience and position with the University helps provide the ability to serve as a mentor, consultant and resource.

There is a tendency for an organization to select an advisor and feel that it has met the requirement and that nothing more is necessary. However, the ideal relationship between the
advisor and the student organization would be a partnership providing the basis for good decision-making and leadership of the organization.

It is obvious that there is a need for communication and mutual understanding. Advisors have obligations to their organizations and to the University, and organizations have obligations to their advisor as well as the University. Ideally, the relationship between the advisor and the organization would involve trust and respect. The advisor must feel that she or he can depend on the organization to act in a manner that is responsible, and the organization must feel that is can depend on the advisor to act in a manner that is responsible as well.

One of the most frequently asked questions about advising students groups concerns the legal liability of the advisor. In general, the advisor has accepted the position of advisor to a student group as “part of the job.” The advisor would probably not be held personally liable for mistakes as long as the organization is not engaged in an activity that is illegal and as long as there is not negligence involved in the performance of the advisor’s function. The use of common sense is one’s best guide to determine what needs to be done in the event that an activity is potentially dangerous or unethical. An advisor who utilizes appropriate techniques to insure the safety of the participants will usually not be judged liable should a participant become injured.

B. Advisor/Student Club/Organization Statement of Understanding

This agreement is designed to enhance and codify the relationship between the advisor and the members of a student club/organization. It describes the expectations and responsibilities between parties. This form may be used as a tool for evaluating the relationship between the advisor and members of a student club/organization. Periodic review of the contents of this agreement is necessary for the benefit of both parties. Renegotiation of any area should occur whenever one or both parties deem it appropriate.

This agreement is divided into four sections. Sections I and III outline the general roles and responsibilities of the advisor and the student organization. Sections II and IV should include specific roles and responsibilities that are to be negotiated and mutually agreed upon by both parties.

The members of _____________________________ (club/organization name), by the selection process outlined in our constitution hereby announce that __________________________________ (advisor name) will be our club/organization advisor for the ________________ (year) academic year.
C. General Roles and Responsibilities of the Club/Organization Advisor

AUC has the following basic expectations of all student organization advisors:

- Treat students as mature individuals who possess dignity, worth and self-direction.
- Understand the purpose and objectives of the student club/organization.
- Meet with the executive board as often as necessary.
- Have knowledge of and explain institutional policy/procedure.
- Offer financial management advice.
- Act as a resource to the group.
- Attend programs that may potentially have liability/risk for the institutions.

In addition, the advisor has the right to disagree with student club/organization decisions. It is understood that as an employee of the University, the faculty advisor may disagree with an organizational decision and/or activities. A situation may occur when the University administration deems this club/organization's activities or decisions as incompatible with the objectives of the University or inappropriate for a university setting.

D. Specific Roles and Responsibilities of a Club/Organization Advisor

The following expectations are to be negotiated between the advisor and the club/organization. The following list may serve as a tool to determine role and responsibilities of your club/organization advisor.

1. Attend all general meetings.
2. Attend all executive committee meetings.
3. Call meetings of the executive committee when she or he believes it is necessary.
4. Explain University policy when relevant to the discussion.
5. Explain University policy to the executive committee and depend on officers to carry them out through their leadership.
6. Explain University policy to the entire membership at a general meeting each year.
7. Have a meeting with the club/organization president (chairperson) before each meeting.
8. Help the president (chairperson) prepare an agenda before each meeting.

9. Serve as parliamentarian for the group.

10. Speak up during discussion when he or she has relevant information.

11. Speak up during discussion when he or she believes the group is likely to make a poor decision.

12. Be quiet during general meetings unless called upon.

13. Exert his or her influence with officers between meetings.

14. Take an active part in goal formation of the group.

15. Initiate ideas for discussion when he or she believes they will help the group.

16. Be one of the groups, except for voting and holding office.

17. Attend all group activities.

18. Require the treasurer to clear all expenditures with him or her before commitments are made.

19. Request to see the treasurer’s books at the end of each semester.

21. Mediate interpersonal conflicts that arise.

22. State what his or her advisor responsibilities are, or as he or she sees them, at the first meeting of the year.

23. Let the group work out its problems, including making mistakes and “doing it the hard way,” as long as such decisions do not violate University policy or are not illegal.

24. Take the initiative in creating teamwork and cooperation among the officers group.

25. Represent the group in any conflicts with members of the University staff.

26. Be familiar with University facilities, services and procedures that affect group activities.

27. Recommend programs, speakers, etc.

28. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
___30. Cancel any activities when she or he believes they have been inadequately planned.

E. Roles and Responsibilities of Student Organizations

The AUC has the following basic expectations of all student club/organization members:

- Understand the purpose of the student club/organization and pursue activities that fulfill its purpose.
- Take advantage of opportunities to enhance their leadership skills.
- Provide positive and negative feedback and confront behavior in other members and the advisor that they deem to be detrimental to that individual and/or club/organization.
- Treat the advisor as an individual who possesses dignity, worth and self-direction.
- Members have the right to be listened to by other members and the advisor and to voice their disagreements with the decisions of the advisor. They have the right to choose their level of involvement in the student club/organization.

E. Student/Advisor Relationships

An advisor and student should have an open, honest relationship and have the opportunity to share ideas, receive feedback, and build trust.

The responsibility for building the relationship must be shared between advisor and student. View this relationship as a partnership.

The relationship must be based upon open, direct communication. Share needs, responsibilities, and expectations with each other.

Both must recognize the other’s various roles and responsibilities in/outside of their activity position. Know each other’s commitments and let each other know their impact.

Both advisor and student are human beings whose mistakes, follow their own value systems, and work in individual, professional, and personal styles. Everyone makes mistakes. Accept, discuss, and learn from mistakes - then move on!

Both advisor and the student are continually growing, changing, and learning; each within their own unique stages of development. Challenge and support each other.
CONTRACTUAL AGREEMENT

Advisor:

I have met with the club/organization and have discussed my expectations/responsibilities. I agree to the above Statement of Understanding and will fulfill my responsibilities to the best of my ability. This agreement is binding until a new agreement is developed.

Name of Advisor

______________________________

Signature of Advisor

______________________________

Date and Place

______________________________

Student club/organization:

I have met with the club/organization advisor and have discussed his or her expectations/responsibilities. I agree to the above Statement of Understanding and will fulfill my responsibilities to the best of my ability. This agreement is binding until a new agreement is developed.

Name of Organization President

______________________________

Signature of Organization President

______________________________

Date and Place

______________________________