

How to organize an event at the Collegium Helveticum (For internal use, for early career & senior fellows)

	What	Who	How
Step 1	Brainstorming and First Briefing of the whole process (at your arrival/beginning of your fellowship) For this meeting please email your outline using the completed financial support form . Mario will forward the final version to the Events Office and communications.	You with Mario You to Mario Mario to you (as organizer)	In person or via Zoom Via email to you, cc to Events Office & Mick Lehmann
Step 2	Finding an available date 1. Please subscribe to the Collegium's digital event calendar ! For support: ID Services for D-GESS , gess-support@gess.ethz.ch 2. Find an available date in the event calendar indicated as <i>FREE Eventslot: organized by fellow</i> or <i>Fellow Lecture</i> , respectively. 3. Submit your reservation request using the online reservation form . 4. Based on your reservation request, the Events Office will get back to you in due time to confirm your request or ask you to find another date.	You Events Office	The event office will email you & cc lehmann@collegium.ethz.ch
Step 3	Meeting with the Events Office (on Thursdays) to discuss details of your event and clarify questions (at least nine weeks prior to event). In this meeting we discuss the budget and program, identify open issues, and define deadlines. It would be helpful if you provide us with a first draft of the budget template and a the preliminary program template two days prior to this meeting.	You with Andrea You to Events Office	In person Andrea invites you via email (providing you the links to Budget and program templates). via email to Events Office
Step 4	After the meeting with the event team, you submit the completed budget template (at least 8 weeks prior to event) Mario signs off your budget template.	You to Events Office Mario to you	via email to Events Office Via email to you & cc to Events Office & Mick Lehmann
Step 5	Final briefing 2-3 days before the event: organizational walk-through of the program	You with Andrea	In person



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