



# BOOKING OF FACILITIES AT AIAS

The facilities of AIAS can be used for academic events (e.g. defence, conferences, workshops) and other Aarhus University related management and research meetings. The facilities will generally be available during AIAS opening hours (08.30-16.00 hrs. all weekdays). Booking inquiries should be directed to [booking@aias.au.dk](mailto:booking@aias.au.dk)

Booking of the facilities at AIAS is free of charge. However, AIAS staff cannot provide practical, administrative, or technical support at events.

- When booking AIAS facilities, all practical matters regarding the event fall under the responsibility of the external host including:
  - Preparation of the rooms. Including rearing tables, and chairs, and putting up poster boards and high tables.
  - Ordering the catering. Make sure to order ALL plates, utensils, etc., including cleaning these. It will not be possible to borrow utensils and other tableware from AIAS, nor possible to clean used utensils. This must hence be ordered inclusively when ordering catering.
  - Same-day clean-up and waste disposal. Including putting ALL tables, chairs, poster boards and high tables back in their original places.
  - AIAS cannot provide student assistants during events. We recommend visiting the premises prior to an event to get an idea of the workload that is needed during an event.
  - Any assistance for potential guests of the event (e.g., taxi reservation, hotel booking, printing jobs, parking, etc.)



AARHUS  
UNIVERSITET

AARHUS INSTITUTE OF ADVANCED STUDIES

It is mandatory to inform AIAS of a specific person responsible for the event when booking AIAS facilities. This contact person must be present at the event and reachable the following day in case of need for further contact. We encourage the person responsible to contact the AIAS receptionist at the start of the event to make an acquaintance.

No later than 2 weeks prior to an event of a larger scale, an event programme should be provided to AIAS. Also, we would ask permission to announce larger events on our website, if possible.

### **Access to AIAS**

**To ensure your access to the booked facilities of interest, please be attentive to the following:**

- The main entrance is only unlocked all weekdays 8.30-15.00 hrs.
- For security reasons, as of 15.00 hrs. and onward, access to AIAS is solely possible with an AU key card or persons inside the building opening the door from the inside
  - The main entrance door is easily managed and unlocked by a push of the button “Udtryk”. Be aware, any other attempts on opening the door will cause the alarm to go off! Likewise, any exit/entrance attempts on any other doors will trigger the alarm as well.
- Changes in relation to the above lock schedules are to be advised with the AIAS secretariat:
  - Please contact Dorte Mariager: [info@aiaa.au.dk](mailto:info@aiaa.au.dk)
  - Or contact the AIAS secretariat in building 1632, room 111.

### **Key card**

- The host/person responsible can get temporary access with their AU key card
- For Inquiries regarding access, it is necessary to inform the AU key card number to [info@aiaa.au.dk](mailto:info@aiaa.au.dk) no later than 14 days prior to the event.

### **Technical facilities**

- All rooms are provided with technical guides and an overview of technical facilities available in the specific room.
- The guides include contact information for technical support if necessary. AIAS administration does not provide technical assistance.
- Note! The host is responsible to inform guests of how to log on to Aarhus University Wi-Fi. Information can be found both in the rooms and online: <http://medarbejdere.au.dk/administration/it/traadloest-netvaerk/#c1894383>

### **Cables**

- AIAS has a smaller collection of cables distributed in the various premises. For further information on the specific room, see the AIAS website: <https://aiaa.au.dk/opportunities-at-aiaa/synergies-with-aarhus-university/booking-of-facilities>
- If further cables, adapters, etc. are necessary, the host is responsible to bring these.

### **Parking**

- AIAS cannot provide guest parking. There is no parking available connected to the building.
- It is possible to find public parking along Høegh Guldbergs Gade right by the AIAS building, but be attentive to the 2-hrs zone in some areas.
- The host is responsible to inform guests of parking conditions.

