

APPLICATION SUPPORT STUDENT EVENT

Application submitted on:
(at least 5 days before the activity)

Contact details of the organizer

Name student

Address:

Mobile phone:

E-mail:

Study programme:

Campus:

Student organisation: (if applicable)

IBAN bank account number: **BE**
(for the refund)

Name of IBAN bank account holder:

Address of IBAN bank account holder:
(if different than the address above)

Details event

Name of event:

Date:

Location:

Time activity: fromh untilh (max 21h)
Set up room & clean-up times fromh untilh (max 21h30)

Number of participants:(estimation)

Type of activity (indicate what is applicable):

- Lecture
- Workshop
- Sports activity
- Cultural activity
- Expo
- Concert
- Reception
- Party
- Meeting
- Other

Brief description of the event:

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DETAILS SUPPORT:

Financial support STUVO (Max €200 in total)

- Buy/rent equipment (max. €100)
- Costs external lecturer, speaker,... (max. €100)
- Other (only after consultation and approval STUVO)

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Please provide Stuvo more information regarding the requested financial support.
 Attach for clarification: cost details, estimation of costs and revenues,....

Budget estimation	Description cost(s)	Proof of payment /invoice/ ...

To be filled out by STUVO:

Decision financial support STUVO		Date:
Total: €		
Budgetcode: STUVO300BX		
Motivation when decision is negative:		
Name + signature Staff member STUVO	Name + signature Budget manager STUVO	

LOCATION: Where do you want the activity to take place?

Food & drinks only allowed in the rooms in **BOLD**

- Kleine aula 0105
-> tables need to stay put!
- Grote aula 1k216
-> tables need to stay put!
- Foyer(reception) 2112 / 6112**
- Big breakroom 1119**
- Terrace breakroom 1119**
- Normal classroom
- Hybride classroom
- Studentbar Hermes**
(until 9PM)
- Belcampus restaurant**
(until 6PM)
- Entrance Hermes
- Entrance Serclaes
- Cinemaroom 6303 (Hermes3)
- Videoconference 6306 (Half circle)
- Studentlounge Erasmus (until 6PM)
- Other room =
- Not on campus

Reception material:

- Extra TV screen on wheels (so not a TV/projector) on the wall
- Fridge
- High reception tables

EQUIPMENT

Booking material is **free** but you need to **reserve** in time here <https://www.chegroom.com>
(log in with your student account)
Collect the equipment at the reception of the library (Serclaes C block)

Need support for ICT applications? Create a ticket for this on time here:
[Odisee Service Desk ITSM | Odisee Help Center](#)

Underground car park Serclaes

(Only for (un)loading material & guest speakers)

Parking space for (name)

Number plate:

Time arrival + departure: from until (max 21h15)

PROMO

Posters A3 Vertical

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

→ *STUVO prints 10 A3 (portrait) posters for FREE and hangs them in the valleys, student restaurant and break rooms. You are not allowed to hang posters on campus yourself.*

Flyers A6 (4 A6 flyers on 1 A4 sheet)

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

→ *STUVO prints 20 A4 (portrait) flyers for FREE. You still have to cut these yourself.*

After handing out flyers on campus, you have to clean up all flyers that have been thrown away on the whole campus!

Social media → Tag on Instagram = @odiseecampusbrussels & @febkuLeuven & @io_feb