



Conferences and Events Policy

Definitions

<i>University</i>	University of Malta
<i>University events</i>	All seminars, conferences, public lectures, and events within the purview, and using the physical assets, of the University of Malta.
<i>University venues</i>	University venues are defined as all those venues owned, rented or leased by the University, over which the University has management and/or control.
<i>Office Hours</i>	1 October – 15 June 07:45 – 17:15 16 June – 30 September 07:30 – 13:30
<i>External Funding</i>	Comprises registration fees, sponsorships, donations, and any other income generated from the organisation of the event, including externally funded projects under the responsibility of the Project Support Office.
<i>Personal Initiatives</i>	Personal initiatives are those that a potential user of University of Malta facilities under this policy, and which he/she would be reasonably expected to procure and finance by resorting to personal funds. If a dispute arises between a potential user of facilities and the University of Malta Conference and Events Unit, with respect to what does, or does not constitute a 'personal initiative', then the Conferences and Events Policy Committee (CEPC) appointed for the purpose shall resolve the dispute. The decisions of the CEPC committee shall be appealable to Rector.

Disclaimer

Although the University promotes freedom of expression, freedom of speech and freedom of association, it will not be responsible for any actions and/or omissions imputable, be it directly and/or indirectly, to third parties undertaken on University premises. Any illegal activities shall not be allowed and will be reported to the respective authorities.

1. Scope of this Policy

- 1.1 All events using the physical assets of the University of Malta (University) shall be deemed to be University Events. The overseeing of the events and related logistics are to be carried out by the University's Conferences and Events Unit (CEU).
- 1.2. All University events are to be organised within the framework of this policy.

- 1.3** The University encourages the use of its venues for the holding of events. There may be instances where events are held at third party venues. In all instances, the CEU is responsible for all the related bookings, administration and handling. The University will not assume responsibility for bookings done directly, at third party venues, by individual members of staff.
- 1.4.** The CEU is also responsible for bookings of all University venues (irrespective of whether these are University Events or not) except when these relate to:
- 1.4.1** The delivery of full-time and part-time courses offered by the University;
 - 1.4.2.** The delivery of stand-alone study units and academic short courses offered by the University;
 - 1.4.3.** Events from which no profit accrues to a Faculty, Institute, Centre, School or other entity of the University;
 - 1.4.4.** Events organized by Mater Dei Hospital at the Medical School and events organized by the Medical School at Mater Dei Hospital where both Mater Dei Hospital and the Medical School staff use the facilities of each other without the imposition of charges on the other party;
 - 1.4.5.** An event is mandated by law (whether under the Education Act and subsidiary legislation made thereunder or under any other law) in relation to the internal workings of a Faculty, Institute, Centre, School or other entity of the University, such as in the case of meetings of: Faculty Boards; meetings of boards tasked with the running of Institutes, Centres and Schools; meetings of Boards of Examiners and Boards of Studies; meetings of various boards and committees established by Faculties, Institutes, Centres, and Schools; Faculty Foundation Days; Dean's Awards; Council and Senate meetings; meetings of boards and committees established by Council and Senate or established jointly; and other University events such as graduations and award of honoris causa and other awards, University Foundation Day and the opening of the academic year; and seminars organized by Faculties, Institutes, Centres and Schools;
 - 1.4.6.** The event organised is of a small scale where use of Faculty's petty cash is made to purchase refreshments, not necessarily from the approved caterer;
 - 1.4.7.** Catering for events organised at Medical School. In such case, the three University faculties concerned shall continue to abide by the rules of Mater Dei and use the Hospital's Caterer;
 - 1.4.8.** Events organized at Students House, and the Junior Common Room.

Booking of venues, in respect of clauses 1.4.1 and 1.4.2 do not fall within the scope of this policy. Such bookings fall under the responsibility of the Scheduling Office.

- 1.5.** Events can be booked online through the University website. An Events Booking form is available at: <http://www.um.edu.mt/conferenceunit/eventsbookingform>.

Bookings are to be submitted to the CEU a minimum of two working days prior to the event. Standard charges are listed in Annex I.

2. University Events with no External funding

2.1. When an event is held at a University venue

2.1.1. No charges for the venue shall apply. However, the CEU reserves the right to make alternative room arrangements should an external booking be made.

2.1.2. Staff overtime charges, catering, cleaning, and other expenditure, including costs related to the use of special non-standard requirements, will be charged in full at cost. Venue will be opened 30 minutes prior to the event and closed 30 minutes following end of event.

2.2. When an event is held at a third -party venue

2.2.1. All expenditure will be charged in full at cost. (including those charges identified in Annex 1 and 2)

2.2.2. Should the required facilities be available at the University, but the initiating department opts to hold the event at a third -party venue, a handling fee (10%) shall apply unless the third -party venue is offered free of charge.

3. University Events with External Funding

3.1a Audience – University Students

Where conference participants are only or mainly University students and/or academic and/or administrative and industrial staff, and the event is held at the University, the clauses below shall apply.

3.1b Audience – University Staff

Where conference participants are University staff, they are encouraged to finance their participation using their Work Resources Funds.

3.1.1. When an event is held at a University venue

3.1.1.1. Charges for Venue

- If the event is held during office hours, no venue charges shall apply. However, the CEU reserves the right to make alternative room arrangements should an external booking be made.

- If the event is held outside office hours, venue charges shall apply. All University venues, with the exception of Sir Temi Zammit Hall, are to be charged at 50% of standard venue rates. For bookings at Sir Temi Zammit Hall full fees shall apply at all hours. Venues will be opened 30 minutes prior to the event and closed 30 minutes following the event.

3.1.1.2. Staff overtime charges, catering, cleaning and other expenditure, including costs related to the use of special non-standard requirements will be charged in full at cost.

3.1.1.3. Any surplus arising due to a higher than projected number of participants will be shared equally between the initiating department and the CEU.

3.1.1.4. Any arising deficit due to a lower participation rate than that projected, will be borne in full by the initiating department.

3.1.2. When an event is held at a third- party venue

3.1.2.1. All expenditure is charged in full at cost.

3.1.2.2. Should the required facilities be available at the University, but the initiating department opts to hold the event at a third -party venue, a handling fee shall apply.

3.2. Audience – non-University students and/or staff

When the conference participants are primarily non-University students and/or staff and the event is held at the University, the clauses below shall apply:

3.2.1. When an event is held at a University venue

- Charges for venue are to be set at the standard rates. Venue will be opened 30 minutes prior to the event and closed 30 minutes following end of event.

3.2.1.1. Staff overtime charges, catering, cleaning and other expenditure, including costs related to the use of special, non-standard requirements, will be charged in full at cost. Any arising surplus will be shared equally between the initiating department and the CEU.

3.2.1.2. In the event that a deficit arises due to a lower participation rate than that projected, this will be borne in full by the initiating department.

3.2.2. Event is held at third party venue

3.2.2.1. All expenditure will be charged in full at cost.

3.2.2.2. Should the required facilities be available at the University, but the initiating department opts to hold the event at a third- party venue, a handling fee shall apply.

4. Booking of venues by Senate recognised Student Organisations, as listed on the website at the following link: <http://www.um.edu.mt/about/um/students>, shall be charged as per clauses below:

4.1. Student organisations' meetings, educational and philanthropic events with no registration fee

4.1.1. No charges for the venue shall apply. However, the CEU reserves the right to make alternative room arrangements should an external booking be made.

4.1.2. Staff overtime charges, catering, cleaning and other expenditure, including costs related to the use of special non-standard requirements, will be charged in full at cost. Venue will be opened 30 minutes prior to the event and closed 30 minutes following end of event.

4.2. All Educational events where the organisers are charging a registration fee

4.2.1. All University venues, with the exception of Sir Temi Zammit Hall, are to be charged at 50% of the standard rates. For bookings at Sir Temi Zammit Hall, full fees shall apply.

- 4.2.2.** Staff overtime charges, catering, cleaning and other expenditure, including costs related to the use of special non-standard requirements will be charged in full at cost.

5. Booking of venues by University members of staff for own personal initiatives

‘Own Personal initiatives’ are events that are not related or connected to the promoting UM member of staff’s professional life and career. Such initiatives would include activities organised by the member of staff for organisations not affiliated to the UM, private book launches, and private exhibitions. No private baptism, holy communion, confirmation, and wedding parties will be entertained. If in doubt, or in relation to any other ‘personal initiative’ not identified above, consult the CEPC (email: lucienne.m.bugeja@um.edu.mt)

5.1. Non-revenue generating initiatives

- 5.1.1.** All University venues, with the exception of Sir Temi Zammit Hall, are to be charged at 50% of the standard rates. For bookings at Sir Temi Zammit Hall, full fees shall apply.

- 5.1.2.** Staff overtime charges, catering, cleaning and other expenditure, including costs related to the use of special non-standard requirements will be charged in full at cost.

5.2. Revenue generating initiatives

- 5.2.1.** Charges for venue are set at the standard rates.

- 5.2.2.** Staff overtime charges, catering, cleaning and other expenditure, including costs related to the use of special non-standard requirements will be charged in full at cost. Venue will be opened 30 minutes prior to the event and closed 30 minutes following end of event.

6. Bookings of venues by external clients

- 6.1** The CEU is also responsible for bookings of all University venues, with the exception of the Junior College Theatre and venues listed in 1.4.4, by external clients.

- 6.2** The CEU may award up to 50% discount on the standard venue hire rates. Discounts are to be approved in writing by the Operations and Events Manager.

- 6.3** Further discounts may be authorised by the Rector or the Administrative Director of Finance.

Approved by Senate on 20 September 2017. Amended on 23 January 2020, amended on 29th January 2021 V3