Are you planning to organize a meeting or conference?

For all types of meetings: please check the availability in the calendar on SharePoint in advance click here.

Since organizing takes a lot of time, you can ask for assistance with all kinds of practicalities. The type of assistance varies depending on the type of meeting:

- **Small meeting, lecture and colloquium**: send an email to lucl@hum.leidenuniv.nl. For more information click here.
- **Workshop**: send an email to lucl-conferences@hum.leidenuniv.nl. For more information click here.
- **Conference or Summer School**: please make an appointment with the conference assistant via lucl-conferences@hum.leidenuniv.nl. For more information click here.
SMALL MEETING/
LECTURE/COLLOQUIUM

Request no later than
one month in advance

Send information about
- date/time
- content/programme
- speakers
- the number of expected participants
- preferred locations

Assistance with*
- room bookings
- catering orders
- arranging flights and accommodation for invited speakers
- circulate announcements

*Please note: due to the large number of small meetings we are not able to help you during the meeting itself. A tip from us is to ask PhD-students or students for help.
WORKSHOP

Request no later than 1 month in advance

Send information about

- date/time
- content/programme
- speakers
- the number of expected participants
- preferred locations
- catering

Assistance with*

- room bookings
- catering orders
- arranging flights and accommodation
- circulate announcements via email/website
- flyers/posters
- registration
- badges
- printing programmes
- working out a budget
- final check rooms (test projector, pc, etc.)

*Please note: due to the large number of workshops we are not able to help during the workshop itself. A tip from us is to ask PhD-students or students for help.
## Conference/Summer School

### Request no later than
- Conference: 1/2 year
- Summer school: 1 year

### Send information about
- Date/time
- Content/programme
- Speakers
- The number of expected participants
- Preferred locations
- Catering

### Assistance with
- Room bookings
- Catering orders
- Arranging flights and accommodation
- Circulate announcements via mail/website
- Flyers/posters
- Badges
- Programme booklets
- Working out a budget
- Creating a mailbox
- Creating an online registration system
- Setting up a call for papers
- Final check rooms (test projector, PC, etc.)
- Hands-on practical support