



Rules and Regulations for using e-Learning Center Halls

Please read the following rules carefully before submitting any booking request.

1. Booking Rules

- 1.1. Booking requests are received by filling the online form. We apologize for not receiving any booking requests by phone, fax or other means of communication. We also apologize for not receiving any requests using the old form (word document).
- 1.2. Booking requests must be sent no later than one working week from the date of the event. It is recommended to send booking requests as early as possible to ensure the availability of Halls.
- 1.3. The Center confirms the bookings requests by email within two business days after the request is submitted. Submitting the online form does not mean the reservation details it contains are confirmed. The online form is simply a procedure to check the availability of the Halls.
- 1.4. If the specified date, time or hall in the form are not available, the Center's email will provide other available alternatives.
- 1.5. The booking request will be automatically cancelled after two working days if no reply is received to the email sent, therefore, the Center has the right give the options offered in the email (e.g. date or time) to other organizers.

- 1.6. In case the requested booking is not available, the Center does not take the responsibility of relocating the lectures or other events that have been already confirmed in the schedule to other locations in the University. It is the responsibility of the organizer to transfer the lectures and the other events to an alternative location, after communicating with the Deanship of Admission and Registration and the related academic departments. The Center must receive an official letter from the organizer confirming that all lectures and events have been transferred to in order to confirm the booking.
- 1.7. The organizer will receive an email confirming the availability of the Hall (s) as specified in the form and the follow-ups emails. The organizer then has to secure this confirmed booking.

Securing Bookings:

- 1.8. To secure this confirmed reservation (booking), the organizer sends an official letter signed by their Director (or Head of Department) or even the Dean, to the Director of e-Learning Center. The booking will not be secured until this official letter is received.
- 1.9. The booking will be held for the organizer for a maximum of four working days, until the official letter (previously mentioned above) is received.

After the end of the period, the Center has the right to re-allocate the booking (time, Hall, etc.) to other organizers in the University.

- 1.10.** Internal Organizers from the university are responsible for filling out the booking form and sending the official letter through the Correspondence Management System (CMS) to our Center. Our Center and the Media and University Relations Department (PR) do not fill out the booking form or send the official letter on behalf of the organizer. It is the responsibility of the organizer to directly book the Hall from our Center and then continue with the rest of the procedures with the Media and University Relations Department (PR) and other departments.
- 1.11.** The Media and University Relations Department (PR) only fill out the booking form, if the event is in direct coordination between them and external organizers (organizations) from outside the university. Alternatively, if they have received a direct request (assignment) from the President's office to organize an event.
- 1.12.** Even if internal organizers from the university have the approval of the President's Office and their event includes cooperation with external organizations, they are still responsible for booking the hall(s) directly from our center and then following up with the Media and University Relations Department (PR) and other departments regarding reset of the procedures.
- 1.13.** The organizer can announce the event after securing the booking and not before, in order to avoid any confusion that may happen later due to conflicting or overlapping announcements posted in different media channels.



- 1.14.** The Function Request Form for the event can be sent to the Media and University Relations Department (PR) after securing the booking and after the Center receives the official letter from the organizer.

Changing or Canceling Bookings after Securing them:

- 1.15.** If the organizer wishes to change any of the booking details, for instance the date or time, an email requesting any changes is sent directly to the booking officer. The Center apologizes for not receiving any requests for change by telephone, fax or other means of communication. Kindly note that modified booking requests will be also subject to availability.
- 1.16.** To cancel a booking, the director (or head of the department) must send an email to the booking officer requesting the cancellation or send an official letter to the Center's Director.

Commitment to Booking Details:

- 1.17.** The date and time of the booking should be adhered to. In case of any change or cancellation, the procedure mentioned above should be followed.
- 1.18.** The organizer must abide to the time allocated for the event, as it is strictly prohibited to exceed the pre-booked time to avoid any inconvenience or delay that may adversely affect the schedule of other events in the Hall.

- 1.19.** It is the responsibility of the organizer to set up any required equipment and sort out any necessary preparations during the official working hours and according to the schedule of the Hall, without disturbing other events. The Center apologizes for not providing the Hall for any preparations or equipment setting during weekends or public holidays.
- 1.20.** The Hall must be evacuated at least fifteen minutes before the start of the succeeding lectures or events. This is important to ensure other organizing parties can re-arrange the Hall according to the needs of their event.
- 1.21.** In case the organizer fails to comply with the Center's rules and regulations, the Center reserves the right to withhold any future bookings with the organizer.
- 1.22.** In the case of any of the reserved Halls not being used at the time of the event, the Center reserves the right to withhold any future bookings with the organizer. This matter also affects the organizers in terms of obtaining priority in confirming bookings in the future.
- 1.23.** The Center apologizes for not accepting requests to change the Halls on the same day of the event. This is important to avoid disturbing other events, in addition to the low chances of the other Halls being available at such short notice.

2. Organizers' Obligations with Different University Institutes:

The organizer is responsible for communicating directly with the associated departments in the University to secure the required equipment and to make any necessary arrangements needed for hosting the event. The sole role of the center is to only provide the Halls, while the organizer is responsible to make all necessary communications and preparations directly with the associated departments to complete their arrangements.

Media Coverage:

- 2.1.** The organizer communicates directly with the Department of Media and University Relations (PR) regarding any press or digital media coverage.
- 2.2.** For photography and video shooting requests, the organizer coordinates directly with the Department of Media and University Relations (PR) as it is the unit responsible for providing these services. Alternatively, the organizer can attend personally to these needs. The Center is only obliged to attend to the requests officially received from the Department of Media and University Relations Department (PR) and in which a previous arrangement has been agreed upon in advance.
- 2.3.** The organizer communicates directly with the University's Press Department to follow up upon any printed publications needed for the event. The Center apologizes for not following up or receiving any printing requests for any event on behalf of the organizer.

- 2.4.** The Center can only provide space to store any publications or other equipment after an advanced arrangement with the booking officer. The space is also subject to availability. The storage space can be provided for only two working days before the date of the event.
- 2.5.** The organizer is responsible for preparing and arranging all the paper signs or rollups for the event. The organizer also directly arranges with the Maintenance Department for this purpose as needed. All signs and rollups must be removed immediately at the end of the event.
- 2.6.** It is strictly forbidden to stick any banners or paper advertisements on the walls or furniture of the Halls.
- 2.7.** For event announcements on the display screens, the Center can display any image or electronic file only on the screen in front of S45-101, upon an advanced arrangement with the Center. In order to advertise and use the other screens in the Center, the organizer communicates directly with the Department of Media and University Relations.
- 2.8.** The Center apologizes for not providing any printing or photocopying services prior to, or during the event. In the case of unexpected incidents, the organizer communicates and resolves these matters directly with their offices.

Catering and Hospitality Services:

- 2.9.** The organizer coordinates directly with the Department of Information and University Relations (if cooperating with them) or communicates directly with the catering providers, regarding any issues of delays or non-arrival of items.
- 2.10.** The organizer coordinates directly with the catering providers regarding the food settings and furniture needs.
- 2.11.** The organizer also communicates directly with the Maintenance Department for any furniture needs for coffee breaks and lunch arrangements. Alternatively, the organizer personally attends to any necessary arrangements. The Center apologizes for not offering a hall or a dedicated place for lunch. Therefore, the organizing party directly coordinates with the Department of Media and University Relations to provide an appropriate place in the University.
- 2.12.** The catering providers can bring their appliances and prepare the designated hospitality area only on the day of the event and not before. The equipment also cannot be brought and left overnight. The center is not held responsible for the loss or damage of any equipment or appliances if the catering providers or the event organizers leave their items unattended.

2.13. The organizer communicates directly with the Maintenance Department to return any furniture or other equipment that has been borrowed from the Center or other departments in the University. The organizer must also ensure all furniture or equipment are removed immediately at the end of the event.

2.14. As listed earlier, the organizer ensures that the Hall is kept clean, in addition to clearing it up as soon as possible, so the organizers of other events, especially during peak times and busy schedules, can start their events on time without any delay. This also includes coordinating with the catering providers to clean the place and remove all waste and left-over food and beverages.

2.15. In order to perform the prayers (Salat) during the event, the organizer must instruct the attendees to the location of the University mosque or other nearby buildings where prayer rooms are available. The Center apologizes for not having a designated prayer room.

Hall Furniture and Equipment:

2.16. It is strictly forbidden to move or take any furniture out of the Halls without the written approval of the Center's management. Likewise, no furniture or other equipment shall be brought in without the prior approval of the Center.

2.17. Organizers ensure they have received written confirmation from the Center's management before installing any kind of exhibits or displays (e.g. wooden walls) inside the building. All displays and other equipment should be removed immediately at the end of the event.

2.18. For preparations that require assembly or carpentry work, the organizer should perform them outside the Center. Painting, carpentry and other similar preparations are strictly prohibited inside the Center.

3. Organizers' Obligations with the Attendance:

3.1. Some events expect guests from outside the University to attend; therefore, the organizer has the responsibility to ensure their entry permits are issued by communicating directly with the Security Department.

3.2. The organizer shall adhere to the safety and security procedures of the University during the event, especially with regard to flammable materials.

3.3. For events of a popular nature where a large crowd of attendees is expected, we advise the organizer to appoint a security officer (through direct coordination with the Security Department) to ensure the discipline and safety of the attendees during the event. The Center cannot be held responsible for any misconduct that might unfortunately occur from the attendees, both inside or outside the Hall.

- 3.4.** During the event, the organizers should ensure the attendees do not cause any noise or disturbance, in addition to keeping the Hall clean and tidy as no food or beverages are allowed inside.
- 3.5.** The organizers and attendees may not tamper or attempt to use any electronic devices inside the Hall without the prior permission of the person in charge from the Center.
- 3.6.** Access to S45-101 control room is not permitted to any of the attendees or organizers. Except for the people in charge of the Hall and the PR representatives. Even after the organizing members enter the control room (after the permission of the Hall administrator), it is still strictly forbidden to use or operate any of the equipment or control devices.
- 3.7.** Attendees should be reminded not to leave any items or personal belongings in the Hall, as the Center is not responsible for the loss or misplacement of any item.
- 3.8.** The organizer must ensure direct supervision by remaining present at all times until the end of the event, as the Center cannot be held responsible for any incidents that might occur that might disturb the event's scope or schedule.

4. Rules for Using Electronic Devices and Special Equipment:

- 4.1. For Audio requirements and devices, organizers coordinate directly with the Audio Specialist from the Department of Media and University Relations (PR).
- 4.2. The equipment listed in the Online Booking form must match the equipment specified in the Function Request form sent to the Department of Media and University Relations (PR), in addition to ensuring there is no conflict between them.
- 4.3. The Center apologizes for not being able to provide a laptop or computer to lecturers of academic courses in addition to other organizers for the events taking place in Hall S45-101. Accordingly, the lecturer and organizing parties must prepare and bring any required devices to present their materials during the lecture or event.
- 4.4. The role of the Center is limited to only checking the connection between the lecturer's laptop (or device) with the projector. It is the responsibility of the lecturer to ensure that the presentation file displays properly without any technical problems. It is also important, in case the lecturer is not sure how to connect the device, to request the assistance of the Hall's administrator before attempting to connect it.
- 4.5. Organizers must provide the center with the display and presentation materials at least two working days before the event, after ensuring the materials do not include any technical or linguistic errors. The Department of Media and University Relations (PR) are not responsible for sending the materials on behalf of the organizer.

- 4.6.** The Center apologizes for not allocating any employee to flip the presentation file (reviewing the slides) on behalf of the speaker of the event. Presenting the PowerPoint file or any other presentation files is the sole responsibility of the organizer. For the time being, multimedia files (audio or video files) in S45-101 are excluded.
- 4.7.** It is important for the organizers to coordinate with the Hall administrator if any equipment or special devices are required to be brought to the Hall. The Hall administrator will confirm the appropriate times to carry out any setups required for the equipment without interrupting other events.
- 4.8.** The organizers must return any equipment that was used in the event, which belongs to the center (for instance, wireless microphones, laser pointers, etc.), to the Hall administrator immediately at the end of the event. Such equipment and devices strictly cannot be taken out of the Hall.
- 4.9.** In case any equipment or furniture in the Hall is unfortunately damaged, the organizer is considered fully responsible and will consequently bear all repairing and replacement costs.
- 4.10.** In case the organizer requests to make a televised call for the event, they must provide the center with the IP number of the other organization they wish to contact. The organizer must also provide the center with contact details (phone number and e-mail address) of the technician at the other organization who will be responsible for administrating the televised call at the other end.

- 4.11.** The organizer is required to set up an appointment with the Hall administrator for a trial-televised call at least two working days before the event.

5. Rules for Using the Computer Labs:

Providing the Software:

- 5.1.** The organizer should verify the availability of any required software in the lab at least five working days prior to the event. In case the required software is not available, it is the responsibility of the organizer to provide it, either personally or by contacting the IT Center and checking its availability.
- 5.2.** The organizer must provide the software at least four working days prior to the event. Accordingly, the lab technician can install the necessary software and set up the lab on time.

Access to the Computers:

- 5.3.** The organizer must inform the participants to check that their University account functions smoothly, without any issues. This is important as University accounts will be used to access the computers. In case of any technical problems that might occur during the event, when the participants attempt to login using their University accounts, they must directly contact the IT Center for assistance.

- 5.4.** If the workshop is for participants or lecturers from outside the University, the organizer coordinates directly with the IT Center to create temporary access accounts for them. The accounts are used for the purpose of the training workshop only.

General Rules:

- 5.5.** Participants in the training workshops must follow the rules and regulations posted in each lab. Most importantly, participants must keep the place clean and tidy.
- 5.6.** The organizer reminds the participants to log out of the computer at end of each session. The Center is not responsible any unauthorized access that might occur if participants' personal accounts are tampered with.
- 5.7.** Participants can use their own devices such as hard drives, headphones, etc. during the training workshop at their own risk.
- 5.8.** Participants and even instructors needing to use their own personal laptops should seek the permission of the Center's technicians before attempting to connect any device.
- 5.9.** In case of the need to modify any settings or download any files, or the occurrence of technical issues, refer back to the Center's technicians before attempting to adjust or make any changes.
- 5.10.** In case any of the lab's computers or equipment are partially or completely damaged, the organizer and the participant shall bear the full responsibility, along with all repairing and replacement costs.