

Agreement on the organization of an event in cooperation between an organizational unit of Graz University of Technology and one or more outside organizations.

1. Parties to the contract:

Organizational unit(s) of TU Graz (List):

Outside organizer(s) (List of names, addresses and responsible persons):

.....

2. Subject matter:

Name of the planned event

Short description (nature of the event, participants):

.....

Intended date and duration of the event:

Intended location (room numbers as per TUGraz.online):

.....

Expected number of participants:

3. The named organizations make the following agreement:

3.1. The principal internal holder of the event who bears responsibility towards TU Graz is defined as

Name of the TU Graz organizational unit:

.....

The person(s) belonging to this organizational unit who are responsible for the event:

.....

3.2. TU Graz must be clearly identified [as co-holder of the event] alone or in combination with the organizational unit named under 3.1 on all advertising/ promotional materials for the event (printed materials, websites, etc.). A copy of these materials will be submitted to the events service of TU Graz before the event.

3.3. If point 3.2 is not adhered to by any one of the organizers, TU Graz will charge rent for the rooms used for the event at the standard rates for outside users.

3.4. The final responsibility for the financing of the event lies with:

- the organizational unit(s) of TU Graz named under 1.
- the outside organizer(s) named under 1.

The event will therefore be administered in accordance with the internal accounting rules of TU Graz:

- yes
- no

3.5. More than half of the costs of the event are being financed:

- by TU Graz directly
- by the organizational units of TU Graz involved in the event
- by the outside organizer(s)
- through fees paid by participants
- through grants from the public purse
- through sponsoring

3.6. For the event the following support by the central services of TU Graz is needed:

- Advice on professional management of the event
- Layout of printed materials
- Event furniture / rental items
- Audiovisual equipment
- Assistance finding outside suppliers for catering, etc.
- Advertising at TU Graz
- Advertising through alumni and contacts network of TU Graz
- Gifts from TU Graz
- Other:

3.7. The organizational unit named in 3.1 will submit this to the events service of TU Graz in the course of the approval procedure for the event

3.8. The organizers of the event agree to take part in an evaluation of events by TU Graz after the event, in order to allow continuous improvement and development of the TU Graz event management practices.

Graz, on (date)

for the organizers (Signatures)::

Note: This is an English translation of a contract text in German. This translation is only provided as a guide to the content of the German-language version. The contract shall be made in German and only the German-language version shall be legally valid and binding.