



AALBORG UNIVERSITY
DENMARK

Shared Services CPH

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USE OF THE “FIREPLACE” ROOM - 4.06, BUILDING B, 4TH FLOOR

CATEGORY: REGULATIONS

TARGET GROUP: AAU EMPLOYEES

OBJECTIVE AND DEFINITION

The primary users of the fireplace room are the University Board, the Executive Board and Rector's Office. On vacant dates, the room can be booked for other AAU VIP events; conditions are listed in the **CONTENT** section below.

OBS! Confirmed bookings can be cancelled with short notice, if the room is requested by the primary users.

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CONTENT

Conditions for booking on vacant dates:

- The event must have an external aim and/or involve outside participants
- The event must involve key stakeholders and be of strategic importance to AAU or the relevant academic environment.
- Key stakeholders are:
 - Policy-makers

- Top management representatives from collaboration partners
- Representatives of major funds
- Top level working groups or steering committees (set up by a government department or the like)

A booking of the room **must** be accompanied by a short text explaining why and in which way the event has strategic importance to AAU/the department and nature of the key stakeholders. Enter the information directly in the text field in Outlook when you make the booking of the room.

ORIGIN, BACKGROUND AND HISTORY

OVERALL FRAMEWORK

CONTACT/RESPONSIBILITY

Contact: CID@cph.aau.dk

Responsible: Shared Services CPH

DEFINITIONS

APPENDIX