



## Event organization

Below are the general guidelines for organizing events, using calendars, and managing registrations. Your board contact person as well as other board members are happy to help with any questions related to event organization.

### Guild Calendars

The **guild official calendar** is a calendar used by the guild officials (toimarit). Uncertain, non-public, and tentatively planned events are added there. The purpose of the calendar is to prevent overlapping events, and it can also be considered a kind of dibs calendar: the first entry generally has priority. For the calendar to be truly useful, it should be used actively.

Not all organizers need access to the calendar. It is sufficient that organizers responsible for events and team leaders have editing rights. Editing rights can be requested from the Head of Communications ([@viestintapaallikko](#)). Once the time of an event is confirmed and it is intended to be public, the event is added to **Athene's event calendar**.

### Room Reservations

If the event is held in AYY premises, the space must be reserved through AYY's room reservation service. Several board members have Athene room reservation credentials, so for matters related to room bookings it is recommended to contact your board contact person. Room reservations should be made well in advance, as the room calendar fills up quickly.

Events can also be organized at the Olkkari. In that case, the use of Olkkari should be announced to the whole guild in advance. In addition, university facilities can often be reserved even with shorter notice.

## **Ilmomasiina**

Event registrations are primarily handled through Ilmomasiina. Organizers who arrange many events can be granted their own access rights to Ilmomasiina. For adding individual events, you can contact the board.

It is recommended to announce the opening of registration in Athene's Bulletin well in advance (3–5 days beforehand). Event announcements must also include the organizer's Telegram username for additional questions. Athene events follow Athene's shared principles, which are automatically included in the event announcement.

More information about these principles can be found at:

<https://athene.fi/en/principles/>