



NAVODILA ZA ORGANIZACIJO DOGODKOV NA PRAVNI FAKULTETI UNIVERZE V LJUBLJANI

(zunanji organizatorji)

Na Pravni fakulteti UL omogočamo najem oziroma uporabo prostorov (predavalnice, seminarji, preddverje) in podporne infrastrukture (npr. IKT, pogostitev, varnostna služba) za namen organizacije strokovnih in drugih dogodkov oziroma srečanj. Pri tem je pomembno, da dogodek zaradi njegove kakovostne izvedbe, načrtujete skupaj s Pravno fakulteto.

Če želite pri nas organizirati dogodek, se o tem pozanimajte vsaj dva meseca pred njegovo načrtovano izvedbo.

Povpraševanje

Za vsak načrtovani dogodek v tajništvo dekanata (marjetka.sajovic@pf.uni-lj.si) posredujete povpraševanje, ki naj vsebuje:

- naslov dogodka s podrobnim vsebinskim opisom in navedbo predvidenih govork in govorcev (npr. osnutek programa),
- podatke o (so)organizatorjih in kontaktne podatke ter afiliacijo glavnega organizatorja,
- navedbo ciljne publike (npr. člani zbornice, člani društva, strokovna javnost),
- predlagani termin dogodka in predvideno število udeleženk in udeležencev,
- nabor potreb oziroma storitev, predvsem vrsta oziroma velikost prostora, v katerem bo izveden dogodek (npr. predavalnica, seminar),
- ali je povpraševanje podano glede odplačnega ali neodplačnega najema oziroma uporabe prostorov in podporne infrastrukture.

Pravna fakulteta o oddaji oziroma uporabi prostorov in podporne infrastrukture odloča glede na časovne oziroma prostorske kapacitete, znanstveno oziroma strokovno primernost, pomembnost oziroma odmevnost dogodka, pri čemer upošteva tudi dejstvo, ali gre za dogodek širšega družbenega ali poklicnega pomena, ki pomeni promocijo stroke, znanosti in krepitev akademske skupnosti.

Pravna fakulteta podpira soorganizatorstvo dogodka in sodelovanje njenih zaposlenih pri izvedbi dogodka, kadar gre za strokovno področje, ki je predmet pedagoškega oziroma znanstveno-raziskovalnega dela na fakulteti. Pravna fakulteta pri svoji odločitvi prav tako upošteva, ali je organizator omogočil, kadar je to vsebinsko primerno, sodelovanje študentk in študentov Pravne fakultete UL oziroma študentk in študentov Univerze v Ljubljani.

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Pravna fakulteta najem oziroma uporabo prostorov in podporne infrastrukture, če ni dogovorjeno drugače, zaračunava po veljavnem ceniku Pravne fakultete UL.

Vse prošnje, naslovljene neposredno na zaposlene na Pravni fakulteti, naj bodo posredovane v tajništvo dekanata.

18. 11. 2024

Dekan PF UL:

Prof. dr. Miro Cerar





RULES ON EVENT ORGANIZATION AT THE FACULTY OF LAW, UNIVERSITY OF LJUBLJANA

(external organizers)

At the Faculty of Law, University of Ljubljana, we offer the use of our facilities (lecture halls, seminar rooms, foyer) and supporting infrastructure (e.g., IT services, catering, security) for the organization of professional and other events or meetings. It is important to plan the event in coordination with the Faculty, in order to ensure that the event is organized in line with the highest standards of quality.

If you wish to organize an event with us, please make an official inquiry at least two months before the planned event date.

Inquiry

For each planned event, please send an official inquiry to the Dean's Office (marjetka.sajovic@pf.uni-lj.si). The inquiry should include:

The title of the event with a detailed description and a list of anticipated speakers (e.g., a draft program),

information about the (co-)organizers, along with contact details and the main organizer and their affiliation,

an indication of the target audience (e.g., chamber members, association members, the professional public),

the proposed date and estimated number of participants,

a list of needs or services, particularly the type or size of venue required for the event (e.g., lecture hall, seminar room),

whether the inquiry is made for paid or unpaid use of the facilities and the supporting infrastructure.

The Faculty of Law decides on the use of its facilities and the supporting infrastructure based on time and space availability, scientific or professional relevance, significance or impact of the event, considering whether the event has broader social or professional importance that contributes to the promotion of the (legal or other) profession, science, and the academic community.

The Faculty of Law supports the co-organization and participation of its staff in events if they pertain to an area of expertise relevant to the faculty's teaching or research activities. In its decision, the Faculty also considers whether the organizer, when appropriate, has enabled the participation of students from the Faculty of Law or other students of the University of Ljubljana.

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Unless agreed otherwise, the Faculty of Law charges for the use of facilities and its supporting infrastructure according to the current price list.

All requests submitted directly to Faculty of Law employees should be forwarded to the Dean's Office.

18. 11. 2024

Dean:

Prof. dr. Miro Cerar

