

CBH Event service

2026-10-21

CBH Event service

Our goal is to deliver efficient, consistent and professional event planning to ensure cost-effectiveness without compromising quality. The scale and complexity of an event are not determined by the number of attendees, but rather by its purpose, activities and agenda.

- The average CBH event hosts approximately 50+ or more participants and we arrange around 35+ per term.
- Events may be held at KTH facilities as well as at external venues both within and outside the Stockholm region.
- Some events are arranged in partnership with other universities, schools, companies and organizations.
- CBH Event Service manages only events for which KTH serves as the lead organizer.

What categorises an event?

An event is a planned, time-bound activity designed for a defined internal and/or external target audience.

It is typically associated with a range of supporting activities such as:

- venue bookings,
- travel arrangements,
- accommodation,
- social activities,
- procurements and other logistical arrangements.



We support and coordinate a variety of events such as:

- Conferences,
- Workshops,
- Inaugurations and opening ceremonies,
- Retreats (overnight events, from lunch to lunch),
- Anniversary celebrations,
- Project meetings,
- Summer-, winter- schools,
- Study visits at KTH or external venues,
- Hackaton,
- Lectures.

Step 1: *initial meeting with the organizer*

You submit a request via Edge, and we contact the organizer for an initial meeting , either in person or Zoom. Based on the meeting we:

- prepare quotations and compile cost estimates for bids and budget planning,
- create a registration link (KTH Forms or Ungapped), if the organizer does not wish to do so independently,
- book venues and other event facilities or activities,
- arrange travel and accommodation, including flights, trains, ferries, and taxi services,
- procuring additional services when required, such as payment card solutions (Axaco or Nortic) and coach transportations,
- regular follow-up and status meetings will be scheduled throughout the whole planning process.
- Please make sure that we have ONE contact person for our communication, just to avoid too many e-mails and opinions.

Step 2: *details*

- Coordinate catering services, restaurant reservations and lunch vouchers.
- Arranging activities such as museum visits, boat tours and other social activities.
- Purchasing event materials through Wisum, including KTH-branded merchandise, name badges (US-AB) and other event supplies.
- Managing direct procurements for items e.g roll-ups, conference bags, balloons, decorations.
- Throughout the event planning process, we coordinate logistics, manage volunteers, and develop detailed event schedules in close collaboration with the organizer.
- We prepare an information folder with all bookings.



Step 3: *volunteers*



- The organizer must appoint on-site volunteers responsible for setup and dismantling of the event.
- Prior to the event, we will communicate directly with the designated volunteers to ensure they are adequately prepared and informed.
- We will prepare an information folder for the event with contact details, vendours, agenda deliveries and bookings.

Things to consider when selecting volunteers:

- use volunteers who have participated in previous events, they tend to be more self-sufficient and need less instructions.
- It’s good to have a few more "senior" volunteers who can serve as our point of contact and help the others.

Sandhya and Perina will remain available by telephone/teams if any questions arise or unless anything else is agreed.

Step 4: *Post-event follow-up and evaluation*

- Invoices (adjustments, approvals, etc.)
- Cost summaries and financial reporting of our bookings
- Suppliers/Vendors (feedback and evaluation)

Security and fire safety

- We help coordinates access permissions to the venue and door access.

- A specific fire safety protocol for an event is prepared and presented by the person responsible for fire safety at your campus together with CBH event the organizer.

- Before an event, the organizer must, together with the person responsible for fire safety, review the procedures including those for evacuation on-site. The record may need to be presented at the security guard's request.

- It is also possible to book security guards for special occasions or after regular office hours.

Conference equipment

- To borrow items, please send an e-mail to: event-cbh@kth.se
- State what you wish to borrow and who will be the contact person or person in charge.
- The school provide all events with KTH block, pens, lanyards and campus maps (if needed).



After the event:

- Collect and return ALL borrowed materials (e.g roll-ups, vases, bowls, tablecloths) to CBH Event service.
- Ensure that the venue is clean and restored to its original condition.
- Ensure that all catering equipment and materials are collected and placed in the designated crates directly after the event.

CBH Event team

***NEW E-mail: event-cbh@kth.se ***

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and

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