

# Request for reservation of the Aula Magna for audio/video recordings

## *Guidelines for students*

### ***Guiding principles***

- The Aula Magna (AM) is available first and foremost for all activities organised by the CSI.
- Students may ask for a reservation of the AM for audio/video recordings ONLY if the AM is available. Bookings of the AM for exams, essays and lectures MUST be requested directly by the main subject teachers.
- If necessary, the secretary office reserves the right to make changes to any confirmed booking and, where possible, proposes an alternative.
- The secretary office does not reserve rooms for audio/video recordings outside AM.

### ***How can a reservation be made?***

- PRE and SUM students wishing to book the A.M. must contact the secretary office ([servizi.accademici@conservatorio.ch](mailto:servizi.accademici@conservatorio.ch)) in advance, stating any special requests.
- Before contacting the secretary office, students are asked to check the availability of the MA in Asimut and to make a proposal for the date and time.
- The AM can only be booked for registrations during the academic year (i.e. from September to June, excluding holiday periods).

### ***How many hours can be booked?***

- A daily booking cannot exceed 2 hours.
- In the event several booking requests for the same time are received, the secretariat reserves the right to:
  - manage requests in order of arrival;

- allocate the booking to the applicant who has least benefited from the service up to that moment.

***Organisational aspects***

- After receiving confirmation of the booking, the student must come to the secretary office during opening hours to retrieve the key to the AM and leave an identity document (or a 50 CHF/EUR deposit) which will be returned when the key is brought back to the office.
- In case of need, technical assistance (e.g. hall and/or stage lighting) can only be provided during office opening hours.

***The following services are not provided***

- Ad hoc tuning of keyboard instruments.
- Eventual transportation of instruments. Harpsichord recordings must take place directly in Classroom 202, in order to guarantee the preservation of the instrument.
- Technical assistance for the recording.