



ISSAM FARES INSTITUTE FOR PUBLIC
POLICY & INTERNATIONAL AFFAIRS
معهد عصام فارس للسياسات العامة والشؤون الدولية
AMERICAN UNIVERSITY OF BEIRUT

2026

RESERVATIONS AT IFI

MAKE A RESERVATION

Please email your reservation requests to Lamis Hodroj (lh103@aub.edu.lb), cc'ing Yara Mourad (ym14@aub.edu.lb) and Marina Chamma (mc145@aub.edu.lb).

The request should include: title of the event, organizer's name and those it is in collaboration with (if applicable), type of event, topic of the event, objective of the event and list of speakers.

IT SUPPORT

(INCL. WI-FI, LIVE STREAMING, HYBRID MEETINGS, ZOOM, ETC.)

In case of IT support, please contact (it.helpdesk@aub.edu.lb) cc'ing Bassel Baker (bb11@aub.edu.lb), mentioning the exact type of IT support and/or equipment needed for the event. In case of a webinar, zoom meeting or live streaming, please make sure to schedule for testing directly with IT at least 1-2 days before the event.

IFI does not provide technical equipment for an event, incl. laptops, pointers, webcams, cameras, tripods, HDMI cables or other items.

TECHNICAL SUPPORT

(INCL. PRESENTATIONS, PROJECTOR, SOUND SYSTEM, MICROPHONES, INTERPRETATION, TRANSLATION, ETC.)

For technical support, please contact Hassan Hammoud (hh194@aub.edu.lb) directly, cc'ing Elie Atwe (ea15@aub.edu.lb), mentioning the exact type of technical support needed for the event.

JANITORIAL SERVICE

(INCL. CLEANING ESPECIALLY IN CASE OF CATERING, CHAIRS, HIGH TABLES, COVERS, UMBRELLAS, ETC.)

For janitorial services, please contact Michel Melhem (mm44@aub.edu.lb) directly, specifying the exact date, timing, and location of the event for the services needed. For catering, Michel Melhem can support if you need extra tables, special covers, or anything related to catering.

Catering is not allowed inside the rooms/halls, the food/drinks should be served in the space outside each room/hall. Regardless of the event type and whether catering is provided, minimum janitorial services are always required and must be requested.

VETTING AND ACCESS TO CAMPUS

For events open to non-AUB participants, event organizers are responsible for vetting every participant, if applicable.

To secure campus access for attendees and catering staff (if applicable), please email the Protection Office to Gen. Fadi Ghorayeb (fg21@aub.edu.lb), cc'ing Ali Shoukair (as30@aub.edu.lb), with the names of attendees. For catering logistics, you will also need to share the car details of delivery staff. The Protection Office assumes that names shared have already been vetted.

COMMUNICATIONS

If your event is taking place at the IFI Auditorium, please make sure to refer to it as the "Basile Antoine Meguerdiche Conference Hall (IFI Auditorium) - Level B"

In case media have been invited to cover the event, names of journalists and filming crew must be shared with AUB Comms - Simon Kachar (sk158@aub.edu.lb) cc'ing Leen Baassiri (lb49@aub.edu.lb), as well as names and car details for access must also be shared with the Protection Office Gen. Fadi Ghorayeb (fg21@aub.edu.lb), cc'ing Ali Shoukair (as30@aub.edu.lb). This can all be done in one single email to all.

IFI IS NOT RESPONSIBLE FOR REQUESTING ANY TYPE OF SERVICES NEEDED FOR AN EVENT – AS DETAILED ABOVE – NOR FOLLOWING UP WITH THE SERVICE PROVIDER, NOR SECURING ANY NECESSARY EQUIPMENT NEEDED. FOR ANY ADDITIONAL QUESTIONS, PLEASE CONTACT LAMIS HODROJ (LH103@AUB.EDU.LB).



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