

MEETING ROOM HIRE - FORM 6

Deadline: AS SOON AS POSSIBLE (all room bookings are subject to availability)

COMMERCIAL MEETING ROOM HIRE COST:

TECHNICAL MEETING ROOM HIRE COST:

Single room free of charge

(A technical meeting is defined as a meeting related to academic or research projects managed by non profit organisations)

OR

Additional rooms for non profit organisations and room for open technical meetings managed by commercial enterprises are charged from 300

PLEASE SPECIFY THE TYPE OF MEETING:

COMMERCIAL OR **TECHNICAL**

OPEN OR **PRIVATE**

Contact Details

Company:

Contact:

Address:

E-mail:

Tel No:

Stand No: (if applicable)

Address to send invoice if different from above:

Purchase order number:

Meeting room requirements

Date of meeting: 1st choice _____ 2nd choice _____

Time of meeting: 1st choice _____ 2nd choice _____

Marketing description of meeting: (open meetings can get up to 50 words published on the DATE website, in conference publications and visitor promotions)

Expected number of attendees:

Room set up: (eg. theatre, class, boardroom)

Time of start:

Time of finish:

Onsite contact

Onsite contact name:

Onsite mobile no:

To order extra AV equipment and presentation materials please let us know your requirements below.

This will be an extra cost of which you will be informed on application:

OFFICE USE ONLY:

Room Allocated:

Date / Time/ Ref:

Cost (to be invoiced)

**PLEASE RETURN TO:
EUROPEAN CONFERENCES
claire.cartwright@ec.u-net.com
F: +44 207 868 5153**