



DATE 2014 Meeting Room Order Form

Please fill in and sign this application form and send it to the K.I.T Group GmbH Dresden via email attachment or fax **as soon as possible**. Thank you!

All room reservations depend on availability and approval by the General Chair.

K.I.T. Group GmbH Dresden

Email: info@kitdresden.de

Fax: +49 3514956116

Company Details

*mandatory

Company name:* _____

Contact person:* _____

Phone: _____

Email:* _____

Address:* _____

Zip/City/Country:* _____

Invoicing Address:* _____

Type of Meeting

- Technical** **OR** **Commercial**
 Open **OR** **Private**

➤ Open technical meetings are offered a single room, seating up to 100 persons for a 3 hour timeslot, free of charge during the DATE week (An open technical meeting is defined as a meeting related to academic or research projects, or managed by non-profit organisations).

➤ Additional rooms for non-profit organisations and rooms for open technical meetings managed by commercial enterprises are available for hire with prices starting from €300 + 19% German VAT.

➤ Furthermore, commercial enterprises may hire rooms for private meetings. Price on application + 19% German VAT.

Rooms will include standard conference AV facilities at no extra cost. Additional costs will incur for extra AV equipment, telephone lines, internet access, poster boards, catering etc.

Room Rental Costs

- Open technical meeting (as per explanation above).....0.00 EUR
 Open technical meeting (managed by commercial enterprises)....._____EUR
 Private commercial meeting....._____EUR

To be specified and invoiced (if applicable) by the Event Secretariat.





Meeting Room Requirements

Date: 1st choice _____ 2nd choice: _____

Time: 1st choice _____ 2nd choice: _____

Time of start: _____ Time of finish: _____
 (Rental periods must always make allowances for set-up and clean-up time)

Expected number of attendees: _____

Room set-up (e.g. theatre, class, board room): _____

Additional Requirements / Catering

For ordering additional AV equipment and/or catering for the meeting, please contact **directly** (**after** having received your room confirmation from the Event Secretariat):

Ms Manja Bosdorf
 MARITIM Hotel & International Congress Center Dresden, DE
meeting.dre@Maritim.de
 Phone: +49 351 2161070
 Fax: +49 351 2161065

Marketing Description (ONLY for open technical meetings; upto 50 words to be published on the DATE web page, in conference publications and visitor promotions):

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On-site Contact

***mandatory**

On-site contact person: * _____

On-site mobile phone number: * _____

Room allocated: _____ **Date:** _____
To be assigned by the Event Secretariat. **Time:** _____

Date: _____ **Signature Company** _____

