



DATE 2016 Meeting Room Order Form

Please fill in and sign this application form and hand it in via email attachment or fax **as soon as possible**.
All room reservations depend on availability and approval by the General Chair.

DATE 2016 Event Secretariat
c/o K.I.T. Group GmbH Dresden

Email: date@kitdresden.de
Fax: +49 351 4956116

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 conference room for a 3 hour timeslot, free of charge during the DATE week at determined time slots (an open technical meeting is defined as a meeting related to academic or research projects, or managed by non-profit organizations).
- Additional rooms for non-profit organizations and rooms for open technical meetings managed by commercial enterprises are available for hire with prices starting from 300.00 EUR + VAT (if applicable).
- Furthermore, commercial enterprises may hire rooms for private meetings. Price on application + VAT (if applicable).

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 DATE Event Secretariat.

DATE Event Secretariat
c/o K.I.T. Group GmbH Dresden
Münzgasse 2
01067 Dresden, Germany
Phone: +49 351 4967541
Fax: +49 351 4956116
Email: date@kitdresden.de

DATE Conference Host
EDAA vzw
c/o IMEC
Kapeldreef 75
3001 Leuven, Belgium
Register No.: 886.958.892
www.date-conference.com

Bank: KBC Groep
Havenlaan 2
1080 Brussels, Belgium
Account holder: EDAA vzw
IBAN: BE75 7340 3719 4051
SWIFT BIC: KREDBEBB



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):

International Congress Center Dresden Phone: + +49 351 216-1005
 Ms Tina Oehler Email : toehler.dre@maritim.de

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

On-site contact person: * _____ **mandatory*

On-site mobile phone number: * _____

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

Date: _____ **Signature Company** _____

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