



DATE 2017 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 are pending availability and approval by the General Chair.**

DATE Conference Organization
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:* _____

Sales Tax ID No.: _____

Name of the Meeting

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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 CHF + VAT (if applicable).
- Furthermore, commercial enterprises may hire rooms for private meetings. Price on application + VAT (if applicable).

Rooms will include furniture (tables and chairs) and electricity at no extra cost. Additional costs will incur for any AV equipment (e.g. beamer, screen), telephone lines, internet access, poster boards, catering etc.

Room Rental Costs

Open technical meeting (as per explanation above).....0.00 CHF

Open technical meeting (managed by commercial enterprises)..... CHF

Private commercial meeting..... CHF

To be specified and invoiced (if applicable) by the DATE Conference Organization.





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 (i.e. theatre, class, board room): _____

Additional Requirements | AV and Catering Requests

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

AV Requirements: SwissTech Convention Centre, Ms Tamara Richard
 Phone: +41 216932538 | Email: tamara.richard@epfl.ch

Catering: SwissTech, c/o ExpoGourmet SA, Mr Emmanuel Sailer
 Phone: +41 21 804 55 55 | Email: emmanuel.sailer@expogourmet.ch

Marketing Description (ONLY for open technical meetings; upto 50 words to be published on the DATE web page and in the Programme Booklet):

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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 Conference Organization **Time:** _____

Date: _____ **Signature Company** _____

