



DATE 2018 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 2018 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 and Type of Meeting

Meeting Name:

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

- Open technical meetings are offered a meeting room for a (max.) 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 350.00 EUR + VAT (if applicable).
- Furthermore, commercial enterprises may hire rooms for private meetings. Price on application + VAT (if applicable).

Rooms will include standard furniture (tables and chairs) at no extra cost. Additional costs will incur for any AV equipment needed (e.g. beamer and screen), telephone lines, 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 Conference Organization.

DATE Conference Organization
 c/o K.I.T. Group GmbH Dresden
 Bautzner Str. 117–119
 01099 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 Conference Organization):

International Congress Center Dresden
 Ms Sarah Becher

Phone: +49 351 216 1007
 Email: meeting.dre@maritim.de

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

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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 _____

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