



DATE 2015 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 2015 Event Secretariat
c/o K.I.T. Group GmbH Dresden

Email: date@kit-group.org
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 2015 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@kit-group.org

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

Bank: KBC Bank
HEVERLEE CENTRUM - 4332
Naamssesteenweg 167
3001 Heverlee, Belgium
IBAN: BE02 7340 3922 0240
BIC: KREDBEBB
Account holder: EDAA vzw



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):

Alpexpo Convention Centre
Ms Agnès Bailloud

Phone: +334 76 39 64 44
Email : agnes.bailloud@Alpexpo.com

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** _____