

## **DATE'08** **CO-LOCATED MEETING ROOMS**

Open technical meetings, relating to industry standards, academic or research projects, or managed by non-profit organisations are offered a single room, seating up to 100 persons for a 3-hour timeslot, free of charge during the DATE week.

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.

The following time slots are offered for open technical meetings, which must be open to all DATE attendees:

Monday	0800 - 2100
Tuesday	1300 - 1430 1800 - 2100
Wednesday	1230 - 1430
Thursday	1230 - 2100
Friday	0800 - 2100

No open technical meetings may be held at other times during the DATE week.

Rooms will include standard conference AV facilities at no extra cost. Additional costs maybe incurred for specialised AV equipment, telephone lines, Internet access, lunch boxes, poster boards, etc.

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Private meeting rooms may be hired at any time during DATE week, but are subject to a payable fee.

Private rooms may be hired in the exhibition hall by the day and are charged by area at a rate of €120 per sqm per day. Special rates can be negotiated for room rentals of two days or more, while the shortest unit of booking time available is 3 hours.

The room will be equipped with furniture and electric power. Additional items can be provided for a supplementary charge, including AV equipment, telephone and data lines, catering, poster boards, flip charts etc.

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**ONLY** meetings that are open to general attendees and that take place outside the main conference hours (see above) will be advertised on the DATE website, in conference publications and visitor promotions.

Rental periods must always make allowances for set-up and clean-up time.

All applicants must fill in the meeting room order form. All rooms are offered upon application and are subject to approval by the DATE General Chair.

**MEETING ROOM HIRE - ORDER FORM 7**

**Deadline: AS SOON AS POSSIBLE (all room bookings are subject to availability)**

COMMERCIAL MEETING ROOM HIRE COST:     €120 per sqm per day
TECHNICAL MEETING ROOM HIRE COST: single room free of charge (a technical meeting is defined as a meeting related to academic or research projects managed by non profit organisations) <p style="text-align: center;">OR</p> additional rooms for non profit organisations and room for open technical meetings managed by commercial enterprises are charged from €300

**PLEASE SPECIFY THE TYPE OF MEETING:**

COMMERCIAL      OR   TECHNICAL                   

OPEN                      OR   PRIVATE                   

**Contact Details**

Company: .....

Contact: .....

Address: .....  
.....

E-mail: .....

Tel: .....

Stand No: (if applicable) .....

Address to send invoice if different from above: .....  
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Purchase order number: .....

**Meeting room requirements**

Date of meeting:    1st choice..... 2<sup>nd</sup> choice.....

Time of meeting:    1st choice..... 2<sup>nd</sup> choice.....

Marketing description of meeting: (open meetings can get up to 50 words published on the DATE website, in conference publications and visitor promotions)

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Expected number of attendees: .....

Room set up: (eg. theatre, class, board) .....

Time of start: .....

Time of finish: .....

**Onsite contact**

Onsite contact name: .....

Onsite mobile no: .....

To order extra AV equipment and presentation materials please let us know your requirements below.

This will be an extra cost of which you will be informed on application:

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**OFFICE USE ONLY:**

Room Allocated: .....

Date / Time: .....

Cost (to be invoiced) .....

PLEASE RETURN TO:  
EDA EXHIBITIONS  
claire@edaltd.co.uk  
T: +44 (0) 20 7681 1000 F: +44 (0) 20 7242 5124