



MARCH 25—29, 2019

FLORENCE, ITALY

FIRENZE FIERA

DESIGN, AUTOMATION AND TEST IN EUROPE THE EUROPEAN EVENT FOR ELECTRONIC SYSTEM DESIGN & TEST



DATE 2019 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 2019 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 corporate enterprises)..... _____ EUR

Private corporate 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 4967312
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 Bank
HEVERLEE CENTRUM - 4332
Naamsesteenweg 167
3001 Heverlee, Belgium
IBAN: BE02 7340 3922 0240
BIC: KREDBEBB
Account holder: EDAA vzw



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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):

Firenze Fiera S.p.A.
Ms Ilaria Da Frassini

Phone: +39 055 4972 266
Email: dafrassini@firenzefiera.it

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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