**SIDE MEETING ROOM**

**Booking form**

To be returned to Rebecca Hansmann by email [**rhansmann@estro.org**](mailto:egiusti@estro.org)

All booking procedure will start on:

**17 June 2021** for ESTRO Gold Corporate members

**24 June2021** for ESTRO Corporate members

**5 July 2021** for the whole industry

**NO BOOKING WILL BE ACCEPTED BEFORE THE ABOVE-MENTIONED DATES**

Company name: ………………………………………………………………………………………………………

Contact person: ………………………………………………………………………………………………………

E-mail: …………………………………………………………………………………………………………………….

Purchase order number – PO (if applicable): ………………………………………………………….

**INVOICE DETAILS**

Address: ………………………………………………………………………………………………………………..

VAT No.: ………………………………………………………………………………………………………………..

Date of the meeting: ………………………………………………………………………………………………

Start time: ……………………………………… End time: ………………………………………………….

Please note that meeting rooms are available from 8:00 to 18:00

Half day is 8:00-12:30 or 13:30–18:00

**NOTES:**

Room rental ½ day (€ 1,000) or a full day (€ 2,000) includes screen and beamer.

Overnight changes in the set-up are charged separately.

Note that all attendees to the meeting need to have a badge.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room** | **Allocation** | **Size** | **Theatre** | **Boardroom** | **Banquet** |
| A10.03 | Side meeting | 70 sqm | x | 28 (fix set-up) | x |
| A10.05 | Side meeting | 48 sqm | 46 | 24 | 20 |
| A10.06 | Side meeting | 47 sqm | 43 | 24 | 20 |
| A10.07 | Side meeting | 48 sqm | 46 | 24 | 24 |
| A10.08 | Side meeting | 70 sqm | 66 | 42 | 32 |
| A10.15 | Side meeting | 51 sqm | 48 | 24 | 20 |

Please note that the number of participants in the room will need to be reduce by 50% for social distance

Total number of required rooms: ………………………………………………………………………………

**Indicate rooms in order of preference** (room name and set-up):

1. ………………………………………………………………………………
2. ………………………………………………………………………………
3. ………………………………………………………………………………

These preferences serve as guidance only and the decision between these 3 options will be the sole responsibility of ESTRO. In case all three of these options are already booked, ESTRO will contact the Exhibitor for an alternative solution.

Additional requirements (A/V, catering, etc.)

………………………………………………………………………………………………………………………….

Bookings will be completed as soon as the corresponding booking form duly completed has been sent to ESTRO and written confirmation of order has been given by ESTRO. The corresponding service will be delivered after corresponding payment in full has been received by ESTRO.

Confirmation of orders should be sent by ESTRO to the Exhibitor within one week after the receipt of the application form. In case of no feedback from ESTRO after one week, please contact [rhansmann@estro.org](mailto:rhansmann@estro.org)

Signature: ………………………………………… Date: …………………………………………

Name: ………………………………………… Title: …………………………………………