

MEETING ROOM REQUEST FORM

| | | | |
|----------------|--|-----------------------|--|
| Name | | Organisation | |
| Address | | Postal code | |
| | | City / Country | |
| Fax | | Telephone | |
| E-mail | | | |

| | |
|--------------------------|-------------------------------|
| Title of activity | # of people (required) |
| | |

Please indicate your preferred activity date:

| | Day | Date | Time: from ... until hrs |
|------------------------------|-----|------|--------------------------------|
| 1st Choice | | | |
| 2nd Choice | | | |
| 3rd Choice | | | |

Which best describes your activity?

- This is a SETAC activity* for Committee, Advisory Group, or any other SETAC sanctioned activity. If this is a new activity for SETAC, approval will be required before it can be listed in the programme. All SETAC activities will be listed in the Meeting Programme.
 - This is not listed as a SETAC activity.*
- Which best describes the sponsoring organisation of your non-SETAC activity?
- Private Trade Association Government Other:
- Do you wish for this non-SETAC activity to be listed in the Meeting Programme?
- Yes, please list in the Meeting Programme No

Meeting Room Charges : 50€ per hour - TOTAL:

Catering (only for non-SETAC meetings):

- Coffee, tea (10€ per person)
- Coffee, tea, soda (15€ per person)
- Lunch (25€ per person)
- Additional requests:

Special requirements:

Invoice address (only for non-SETAC meetings):

Comments or special requests:

Signature

Date