**Technical and material needs for SF-SFCOE activities**

Please complete the following form giving as much detail as possible. Then send it back to the EYCS reception at least a week before the activity or the availability of the material will not be guaranteed.

Organisational Details:

1. Name of organisation:
2. Title of the activity:
3. Dates of the activity (arrival and departure dates):
4. Number of participants (including team members):

Technical and Material Requirements:

1. Which working rooms will you need?
2. Do you need a paperboard?
3. Do you need wireless microphones?
4. How do you want the room laid out (\*)?
5. Do you require the proceedings to be recorded?

For your information recordings will be kept for a duration of 6 months starting from the date of your activity.

If you need further information regarding this service please contact the E.Y.C.S. technical team (0033 388413825).



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| hyperlink to rooms plans : [https://rm.coe.int/eycs-meeting-rooms-eng/16808cb3db](https://rm.coe.int/eycs-meeting-rooms-eng/16808cb3db%20)  |

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The day of the activity you will receive a code for the “traka” cupboard in front of the reception where you will find the key of your meeting room.

 You are responsible for this key and you should put it back in the cupboard at the end of the activity. The lost or non-return of the key will be invoiced to you.