

TECHNICAL AND MATERIAL NEEDS

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:

- a. Which working rooms will you need?
- b. Do you need a paperboard?
- c. Do you need wireless microphones?
- d. How do you want the room laid out (*)?
- e. 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.

level	room	max capacity	A.V. equipment
0	0.1	132 w/o tables	pc + Videoproj. + video monitor + 6 wireless mics + interpretation available
	0.2	30	pc + Videoproj.
	0.4	10	pc + printer
3	3.1	75	pc + Videoproj. + video monitor + fixed microphones + interpretation available
	3.2	60 w/o tables	pc + Videoproj. + video monitor + 2 wireless mics
	3.4	20	pc + TV + 7.1 sound system
4	4.1	10	pc + printer
5	5.1	18	pc + TV

On the day of your event, you will receive the keys to your meeting room(s).

You are responsible for these keys and are requested to return the keys to the reception desk at the end of your activity. You will be charged for the loss or non-return of the keys.

For more information on this service, please contact either
 - The EYFS technical team on 0388413825 - internal extension 3825
 - EYCS reception on 0388412300 - internal extension 2300