

## Technical Requirements E.Y.C.S. 2022

### Technical and material needs for self-financed activity

Please complete the following form giving as much detail as possible. Then send it back to the EYCS reception at least 10 open days 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):

### Video-conferencing needs

The E.Y.C.S. offers video-conference services in room 3.1 for a maximum of 48 participants on site, and in room 5.1 for a maximum of 15 participants. It is possible to interact with every participant in the room.

The availability of room 3.1 in this configuration must be approved by the technical team and reception team of the E.Y.C.S.

These services may be invoiced : for further information regarding these services, please contact the E.Y.C.S. technical team : [dys.techsupport@coe.int](mailto:dys.techsupport@coe.int) or the E.Y.C.S. reception team : [reception.eyecs@coe.int](mailto:reception.eyecs@coe.int) and give us details of your needs below:

Description of your video-conference needs: (Please specify if the video-conference needs interaction between online participants and participants in the meeting room)

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### 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 use of our interpretation system?
- f. Do you require the proceedings to be recorded (audio only)?

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

(\*) hyperlink to the room plans: <https://www.coe.int/en/web/youth/eycs-meeting-rooms> .

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The day of the activity you will receive the keys to your meeting room(s).

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.

For more information regarding our services, please contact:

- E.Y.C.S. technical team 003388413825 - internal 3825
- E.Y.C.S. reception team 003388412300- internal 2300

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