



## Request for a Meeting Room at EAHAD 2024 in Frankfurt

**PLEASE COMPLETE AND RETURN THIS FORM TO**  
[eahad@mci-group.com](mailto:eahad@mci-group.com)

Please observe the regulations for side meetings below.

It is strictly forbidden to organize any meetings for more than 20 participants during the official scientific session timings. Meetings bigger than 20 persons need to be done during the following times:

- Tuesday, 6 February
- Wednesday, 7 February before 09.30 and as of 19.30 (for your information, note that the Executive Committee Meeting (20 persons) of the EAHAD will run on this entire evening)
- Thursday, 8 February as of 18.00
- Friday, 9 February as of 15.30

**MEETING TITLE**

---

**APPROX. NUMBER OF PARTICIPANTS:**

- 5-10
- 10-15
- 10-15
- 15-20

**DATE:**

- Tuesday, 6 February
- Wednesday, 7 February
- Thursday, 8 February
- Friday, 9 February

**START TIME:** \_\_\_\_\_ : \_\_\_\_\_

**END TIME:** \_\_\_\_\_ : \_\_\_\_\_

**ROOM SET-UP PREFERRED:**

Please note that while all efforts will be made to accommodate your preferences, there are logistical constraints that may take precedence. You will be informed in this eventuality.



**AV NEEDS**

The meeting room rental already includes a basic projection (screen/LCD display). Should you wish to order more AV, please let us know we will put you in contact with the person in charge.

**CATERING REQUIRED**

Contact will be provided in the technical manual in November.



**Billing Instructions**

Company name: _____
Person authorised to sign the contract: _____
Email: _____
Tel. No.: (+ ) _____
Invoicing address: _____
PO Number _____
Company VAT Number _____

**RENTAL PRICES (including basic projection/LCD display) and basic room setup, as listed above in the form, excluding applicable VAT)**

- 800 EUR per full-hour slot (room hire)\*
- 2'200 EUR per half-day (room hire)\*
- 3'500 EUR per day (room hire)\*

\* You must make your own arrangements for catering

Any additional technical equipment, temporary staff, decorations, etc. are not included in the above costs and will be invoiced upon request.

**Please note, that we do reserve the right to decide on setup timings, room allocation and access timing needed for your requirements.**

MCI will send you an invoice for the above rental price.

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_