



4 FUNCTION SPACES

HOSPITALITY SUITE AND MEETING ROOM

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A limited number of function spaces are located within the Congress centre and can be used by our Industry partners as Hospitality Suites or Meeting Rooms during the event:

- Hospitality Suites are room(s) reserved for the Congress Duration.
- Meeting rooms are room(s) reserved for occasional meetings during the congress.

Permitted: small and informal meetings (approx 20 peoples) in a range of Hospitality Suites and Meeting Rooms on offer within the congress centre.

Strictly forbidden: meetings with any formal presentations for delegates.

Should a company wish to arrange company staff meetings, briefings, investigators or other type of closed meetings during the congress hours and within the Congress Centre, please refer to "Closed Industry Meeting" which will accommodate such requirements.

4.1 Procedure

To reserve a hospitality suite and/or a meeting room, you must send your e-application form dully filled in. Rooms will be assigned on a first come first served basis. The ESC will propose a room and the company will have the right to accept or decline. ESC will then provide the list of official suppliers (Catering, AV equipment, furniture, hostesses...). Keys will be delivered on site.

- Contact the ESC Satellite team at satellite@escardio.org
- Deadline for Application: **29 June 2012.**

4.2 Rental period

From Saturday 25 August to Wednesday 29 August 2012; each day from 08:00 to 20:00 (13:00 on Wednesday).

4.3 Cost

€ 60/m²/day – In a range of Function Spaces on offer within the congress centre.

4.4 Invoicing

After agreement between ESC and room requestor, the Function Space(s) will be invoiced.

4.5 Cancellation fee

Cancellation once the agreement has been received will incur a 100% cancellation fee.

4.6 Logistical coordination

Once acceptation of the proposed room is confirmed, ESC will provide the company with the Official Supplier's Details selected for their professionalism and expertise.

- Furniture
- Audiovisual equipment
- Catering
- Room set up
- Telephone, fax and interned connection
- Hostesses