

4 FUNCTION SPACES

HOSPITALITY SUITE AND MEETING ROOM

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The ESC allows companies to host a limited number of guests and organize **small and informal meetings (approx 20 peoples)** in a range of Hospitality Suites and Meeting Rooms on offer within the congress centre.

Not allowed: meetings with any formal presentations for delegates.

Only a limited number of function spaces are located within the Congress centre and can be used as Hospitality Suite or Meeting Room:

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

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 an hospitality suite and/or a meeting room, you must send your 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: **30 June 2010.**

Annex 17: Closed Industry Meetings & Function Spaces Order Form

4.2 Rental period

From Saturday 28 August to Wednesday 1 September 2010; each day from 08:00 to 20:00 (13:00 on Wednesday).

4.3 Invoicing

Hospitality suites and meeting rooms are invoiced once acceptance of proposed room is confirmed.

4.4 Cancellation fee

Once the invoice has been issued, cancellation will incur a 100% cancellation fee.

4.5 Logistical coordination

Once acceptance of the proposed room is confirmed, ESC will provide the company with the "Function Space Requirements Form", the list of official suppliers selected for their professionalism and expertise.

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