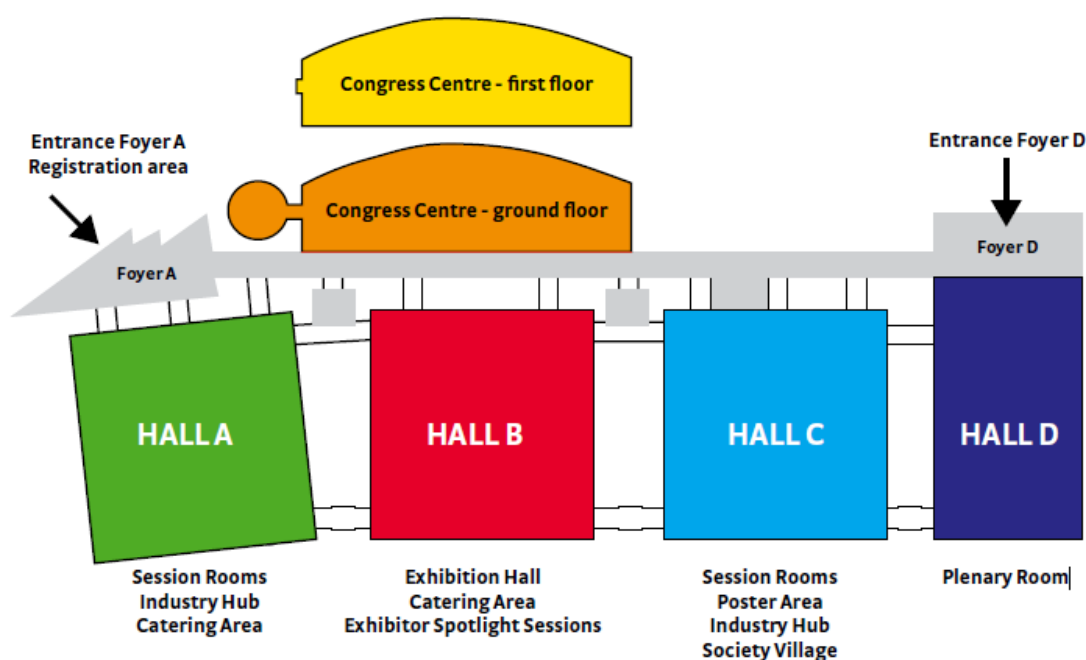


Meeting Room Rental – Conditions and Regulations

Limited meeting space is available at the congress centre (Messe Vienna) in halls A and C to organise small closed and internal meetings. They can be reserved only via ECCO, the Congress Secretariat, and can be assigned for limited periods (as of 2,5 hours depending on timeslot) or a full day (as of 5 hours). A number of rooms are also available for the duration of the conference (4,5 days).



1. Purpose of meeting rooms

Small meetings may take place in parallel with official Congress sessions provided they do not involve groups larger than 40 people. Meeting rooms are closed rooms and may not be used for hospitality functions, to exhibit a company's products or to organise activities such as press conferences, satellite symposia, educational and meet-the-expert sessions.

ECCO staff reserves the right to check on the use of the meeting rooms at any time. If a misuse for any of the above described purposes is identified, the organiser reserves the right to close down the room with immediate effect.

Third parties booking on behalf of an exhibitor at ECC 2015 must mention the exhibiting companies they have been appointed by on the booking form.

2. Setup and included services

The rental of a meeting room includes the room and standard furniture setup in boardroom style. Changes in the setup are permitted if time allows but need to be approved by ECCO. However, setup in theatre style is **not** allowed. Potential costs for changes in the setup will be invoiced to the meeting organiser.



The meeting rooms do not include any additional equipment or services (projector, screen, etc). All equipment and services are to be ordered separately by the meeting room booker with Gielissen Exhibition & Event Services.

3. Reservation

Meeting rooms are assigned on a first-come, first-served basis, while space is available. The minimum duration of rental is the lunchtime timeslot of 2,5 hours; the maximum covers the entire duration of the Congress.

Bookings for meeting rooms for short duration are available according to pre-defined time slots only. These bookings should follow the below timings:

- Morning slot 07:30 – 11:30
- Lunchtime slot 12:00 – 14:30
- Afternoon slot 15:00 – 19:00

For a meeting reservation that doesn't correspond to the pre-assigned timeslots, for instance a meeting from 10:00 – 12:00, it will be necessary to book two periods. We cannot allow any flexibility in the timings. Please find pricing information in the meeting room booking form below.

ECCO will only be responsible for booking the meeting room including basic furniture setup (default in boardroom style). Each company, thereafter, is responsible for organising in accordance with Gielissen Exhibition & Event Services its individual needs such as catering services or AV services. Contact information will be provided upon confirmation of the meeting room booking.

4. Late bookings

Late meeting room bookings, received after **31 August 2015**, will automatically incur a supplementary charge of 15% of the room rental.

5. Confirmation

Requests for reservation of meeting rooms are only valid if made in writing to the organiser, by returning a completed and signed meeting room booking form (enclosed in this document). Once the signed booking form has been accepted and written confirmation was given by the organiser, it becomes legally binding for the company.

6. Payment Conditions & Cancellation

Payment should be done by credit card only – no bank transfers are allowed. The invoice will follow once the Congress secretariat has sent the confirmation of booking and charged the credit card. Without correct credit card information, the meeting room will be released.

Cancellation of a meeting room once the booking form has been received by the ECC 2015 Congress Secretariat (even if not invoiced) will incur a 100% cancellation fee.



7. Access and duration of meetings

All persons requesting access to the meeting room must be registered to the congress and be in the possession of a valid congress badge. Persons without congress badge will not be allowed to enter the congress venue.

Meeting rooms are available during the following days and times (subject to availability):

Friday 25 September	07:30 – 19:00
Saturday 26 September	07:30 – 20:00
Sunday 27 September	07:30 – 20:00
Monday 28 September	07:30 – 20:00
Tuesday 29 September	07:30 – 13:00

Note: the conference centre opens at 07:00 each day, room bookers will not be able to prepare the room before this time. Please bear this in mind when planning the start time of morning meetings.

8. Damages, breakages, theft

The meeting room booker is responsible for any damage, breakage or theft caused by himself or by one of his participants/guests. The meeting room booker undertakes to refund any damage to the congress centre.

9. Promotion

The Congress Secretariat will foresee appropriate signage on the door of the meeting room. No other signage or promotion can be made outside the room or within the building. The Congress will not publish a list of meeting room bookings in the congress documentation.



Meeting Room – Booking Form

Please complete and return to the ECC 2015 Secretariat at ECCO

E-mail: roombookings@europeancongress.org

We would like to request a meeting room, based on the following specifications:

Date(s) of rental	
Timing of rental If the timing of your meeting does not match the pre-assigned slots, please select two timeslots.	<input type="checkbox"/> 07:30 – 11:30 <input type="checkbox"/> 12:00 – 14:30 <input type="checkbox"/> 15:00 – 19:00 <input type="checkbox"/> Full day rental <input type="checkbox"/> Full duration rental (25 – 29 September)
Name of the meeting (will be used for room signage)	
Exact timing of the meeting (will be used for room signage)	
Expected number of participants	
Purpose of the meeting (eg board meeting, slide preview, investigator/staff meeting, etc.)	

Pricing overview room bookings

Capacity (boardroom set-up)	Rental rate per slot (07:30 – 11:30, 12:00 – 14:30 or 15:00 – 19:00)	Rental rate Full Day	Rental rate Full duration
12 pax	1.750 €	4.000 €	11.000 €
20 pax	2.250 €	5.000 €	13.000 €
40 pax	3.250 €	7.000 €	18.000 €

*Any late bookings received after **31 August 2015** will incur a supplementary charge of 15% of the room rental.*



Details of the meeting room booker:

Company/OrganisationVAT number

PO Number (if required):

Contact Person

Invoicing address

.....

Telephone

Email

If the meeting room booker is a third party reserving the meeting room on behalf of an ECC 2015 exhibitor:

Name of exhibiting company:

Contact person

In signing the booking form, companies/organisations declare their acceptance of the regulations and conditions. Upon reservation, the conference secretariat will charge the credit card submitted. A booking will only be confirmed if valid credit card details are provided.

Credit card information

Please note that payment by invoice is **not** accepted.

☐ VISA

☐ American Express

☐ MasterCard

Card number Cardholder's name

Expiry date Control code (3-digit)

We accept the regulations as stipulated in this document and agree to observe and abide by them¹.

Signature

Date

¹ This application is legally binding on the company pending its acceptance in writing by the organiser.