



MANCHESTER
7-10 February 2023
ENGLAND

Request for a Meeting Room at EAHAD 2023 in Manchester

PLEASE COMPLETE AND RETURN THIS FORM TO
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, 7 February
- Wednesday, 8 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, 9 February as of 18.00
- Friday, 10 February as of 15.30

MEETING TITLE

APPROX. NUMBER OF PARTICIPANTS:

- 5-10
 11-20
 31-40
 41-50
 Other: _____

DATE:

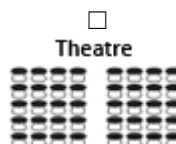
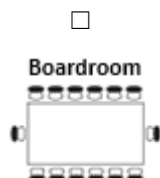
- Tuesday, 7 February
 Wednesday, 8 February
 Thursday, 9 February
 Friday, 10 February

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 basic projection (screen/LCD display). Should you wish to order more AV, please contact Manchester Central official AV company (Nikki Urquhart nikki@sterlingeventgroup.co.uk)

CATERING REQUIRED

Please contact Manchester Central to receive a quote (Becky Taylor b.taylor@manchestercentral.co.uk)



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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)

- 500 GBP per full-hour slot (room hire)*
- 1'800 GBP per half-day (room hire)*
- 2'800 GBP per day (room hire)*

* You must make your own arrangements for catering please contact Becky Taylor (b.taylor@manchestercentral.co.uk)

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 : _____