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| GENERAL INFORMATION | |
| Event name |  |
| Title of the event |  |
| Organisation |  |
| Event type (media conference, meeting, round table, debate, etc.) |  |
| Date, time & duration |  |
| Keynote speakers |  |
| Number of expected participants |  |
| Full name of the person in charge (event manager) |  |
| Event contact point |  |

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| THE EU INFO CENTRE SUPPORT |
| **Conference room**  Brussels  - theatre seating ( max 80 people)  - round table seating (max 30 people)  Strasbourg  - theatre seating ( max 40 people)  - theatre seating (20 people) |
| **Basic type of support**  TV screen  projector and screen  laptop  flip chart  6 armchairs + side tables and end tables  wall picture hangers  name tags  printing the list of participants |
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| ORGANISATORS PROVIDE THEMSELVES Please fill in the small questionnaire for your event's purpose |
| 1. **Is the event open to the media?**  * Yes * No   If your answer is **Yes**, pop-up menu will appear**:**  Further support and technical equipment 1:  NOTE: You should engage a skilled person to handle additional technical equipment. The service cost is 30e.  table microphone  table microphone  wireless microphone  sound diffusion for media  pulpit |
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| 1. **Is the interpreter engagement required for the event?**  * Yes * No   If your answer is **Yes**, pop-up menu will appear**:**  NOTE: You should engage a skilled person to handle additional technical equipment. The service cost is 30e.  Further support and technical equipment 2:  interpretation booth  interpreter headset(EUIC has 30 headsets)  the list of official interpreters |
| 1. **Is it planned to organise catering/coffee break?**  * Yes * No   If your answer is **Yes :**   * You are kindly asked to come a day earlier to foresee the place for catering/coffee break; * You are kindly asked not to include catering hot dishes; * Please feel free to contact us if you need any further assistance or advice concerning catering; |
| 1. **Is the photographer engagement required for the event?**  * Yes * No   If your answer is **Yes :**   * Please feel free to contact us if you need any further assistance or advice concerning engagement of photographer; |
| 1. **Is some form of event evaluation planned?**  * Yes * No   If your answer is **No:**   * We kindly ask you to, if possible, come up with some form of your event evaluation; |
| 1. **Your comment or question:** |
| 1. **Gumb “Request Sent”** |

**Circular email:**

* **Basic info about the event**
* **Cross section of everything selected**
* **Suggestion:** Given the fact that the EU Info Centre is visited by a large number of people of different profiles, please, if you have, bring with you a certain amount of promotional/informational materials (brochures, flyers, reports, publications, etc.) that we can display/make available to visitors.