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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  |
|
| 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;
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| 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;
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| 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”**
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**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.