

Austrian Standards Meeting Center – Booking request

Company/organization/event details

Company/organization			Date
Name of the event			
Date(s) requested	from:	to:	
Time requested	<input type="checkbox"/> full day: 8:00 a.m. – 5:30 p.m. ¹	<input type="checkbox"/> half day: 8:00 a.m. – 12:30 p.m.	<input type="checkbox"/> half day: 1:00 p.m. – 5:30 p.m. ¹
Other times (upon request)			
Number of persons			

¹ Friday until 3.30 p.m.

Room, seating arrangement and additional equipment requested

Room	<input type="checkbox"/> U-shape	<input type="checkbox"/> Theatre	<input type="checkbox"/> Classroom
<input type="checkbox"/> 1001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1001/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1001/2/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 1005	<input type="checkbox"/>		
<input type="checkbox"/> 1006	<input type="checkbox"/>		
<input type="checkbox"/> 1007	<input type="checkbox"/>		
<input type="checkbox"/> 1008	<input type="checkbox"/>		
<input type="checkbox"/> 1009	<input type="checkbox"/>		
<input type="checkbox"/> 1010	<input type="checkbox"/>		
<input type="checkbox"/> 1011	<input type="checkbox"/>		
<input type="checkbox"/> Customer Area on the ground floor (GF)		<input type="checkbox"/>	

Additional options	
Rental fee per unit/day	
<input type="checkbox"/> Platform for room 1001/2/3 (2 m x 1 m) ²	___ unit(s)
<input type="checkbox"/> Lectern	___ unit(s)
<input type="checkbox"/> Laser pointer	___ unit(s)
<input type="checkbox"/> Flipchart with paper and pens ³	___ unit(s)
<input type="checkbox"/> Facilitator's toolkit	___ unit(s)
<input type="checkbox"/> Underground parking (subject to availability)	___ unit(s)
Purchase price per unit	
<input type="checkbox"/> Ball pen (Austrian Standards design)	___ unit(s)
<input type="checkbox"/> Notepad, A4 (Austrian Standards design)	___ unit(s)
<input type="checkbox"/> USB stick, 4 GB (Austrian Standards design)	___ unit(s)
<input type="checkbox"/> Clip-on name badges	___ unit(s)
<input type="checkbox"/> Photocopies A4	___ unit(s)
<input type="checkbox"/> Other requests:	

² A total of 15 elements are available.
³ The set includes one flipchart with pens in 4 colours.

Equipment

On-site and technical support as well as the relevant room equipment is included in the flat rates. Upon request, we will be pleased to prepare a customized offer (e.g. special seating arrangements, beverages).

Upon request, you may also book the foyer or reserve rooms at times not listed in the form (in the evening, on weekends, etc.).

In the foyer of the Meeting Center, water and, optionally, hot beverages are available to you on a self-service basis.



Billing address

Contact	
Company	
Address	
E-mail	
Telephone	VAT number

Cancellation policy

Please understand that we can only accept cancellations made in writing (by post or e-mail). In case of cancellation within 30 calendar days before the event starts, we have to invoice 50% of the rental fee.

In case of cancellation within seven days before the event starts or failure to show, we have to invoice 100% of the rental fee. The rental fee is payable seven days before the event starts.

Contact & booking

Contact us:

Austrian Standards International

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F: +43 1 213 00-240

E: meetingcenter@austrian-standards.at

www.austrian-standards.at/meetingcenter

