

MEETING ROOM REQUEST FORM

CONTACT INFORMATION *(Required)*

Association/Company
Client Name (if outsourced company)

Contact person

Address

City Country

Phone E-mail

On-site contact person

FUNCTION SPECIFICATIONS *(Required)*

Function name

Purpose of the Meeting

Rental Start Date Rental End Date

Rental Start Time Rental End Time

N. of people Is this a closed meeting? Yes / No

ROOM SET-UP *(Required)*

U-Shape Classroom Other

Board Theatre

For rental less than 4 hours, the room set-up might be different from your choice. Set-up changes may be requested and available upon an extra charge. All the meeting rooms at the Munich Messe include the following technical equipment: Screen, LCD Projector, congress WiFi

For extra equipment please contact: congress@esmo.org

FOOD AND BEVERAGE *(Required)*

Please select the meals that you plan to serve during this meeting

Breakfast Break

Lunch Reception

AGREEMENT

I understand and agree to all the terms and conditions set forth in this Agreement. I agree that the e-mail/address and fax number provided on this application will be shared with organisation assisting in the production of the conference.

Signature

Date

Print name

MEETING ROOM RENTAL PERIOD

The meeting room rental period will start on 1 March 2018. Meeting rooms can be rented from Friday to Tuesday from 07.00 to 20.00.

METHOD OF PAYMENT

All the invoices will be processed in EURO. The company on this application is responsible for its meeting related expenses. ESMO will send the invoice to the company on this application.

TERMS AND CONDITIONS

Activities such as internal meetings involving Congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ESMO Congress educational and scientific programme are subject to ESMO approval.

Clear identification of meeting organizer, meeting purpose, number of participants, date and time must be submitted for approval to ESMO (congress@esmo.org) at least 6 weeks prior to the event.

During the period beginning Thursday, 18 October 2018 through Tuesday, 23 October 2018, ESMO does not allow any corporate-organised Satellite symposia or similar events to take place on other days and in other places except on Friday, 19, Saturday, 20, Sunday, 21 and Monday, 22 October 2018 in the official venue.

Blackout times:

Friday, 19 October 2018	10:15-17:30
Saturday, 20 October 2018	08:00-18:00
Sunday, 21 October 2018	08:00-18:00
Monday, 22 October 2018	08:00-18:00
Tuesday, 23 October 2018	09:00-12:30

CANCELLATION POLICY

No refunds will be issued. 100 percent of the total fee will be retained for cancellation received. All cancellation must be made to ESMO in writing.

COMPLETE ONE APPLICATION FORM FOR EACH FUNCTION AND RETURN TO



congress@esmo.org

QUESTIONS

For more information or questions, please contact



congress@esmo.org