

MEETING ROOM BOOKING FORM

Please complete and return to the EACR25 Congress Secretariat

Email: wessel@newway-management.com

- Save the PDF to your desktop and open with Acrobat Reader
- Complete the form electronically: Use “Add Text” tool above the form to fill in
- When completed electronically, please print out and sign
- Only completed signed forms will be accepted

Company Name and Address

The company name as it should appear in official listings, e.g. in the Digital Proceedings Book:

Name: _____

Contact person: _____

Address: _____

Postal code: _____ City: _____

Country: _____ Tel: _____

Email: _____

We wish to reserve the following items

Meeting Rooms Space (EXCL. VAT)

<input type="checkbox"/>	Meeting Room Full Duration of the Congress Bag	€ 7 500
<input type="checkbox"/>	Meeting Room One Day on _____ (insert date)	€ 2 750
<input type="checkbox"/>	Meeting Room (4 hours)	€ 1 750
<input type="checkbox"/>	Saturday 08:00 – 12:00	
<input type="checkbox"/>	Saturday 13:00 – 17:00	
<input type="checkbox"/>	Sunday 08:00 – 12:00	
<input type="checkbox"/>	Sunday 13:00 – 17:00	
<input type="checkbox"/>	Monday 08:00 – 12:00	
<input type="checkbox"/>	Monday 13:00 – 17:00	
<input type="checkbox"/>	Tuesday 08:00 – 12:00	



Invoicing Data

- Only one invoice address may be used. If updated of additional invoices are subsequently requested using a different address, a € 100 administrative fee will be charged
- All invoices must be settled in full by the payment date indicated on the invoice (30 days) or before the start of the Congress should this date fall first
- In the event that an invoice remains unpaid after a settlement date, the EACR reserves the right to deny access to the Congress

Invoicing Details

Name company or agency: _____

Contact person: _____

PO number/reference number: _____

VAT/Tax ID Number _____

Address: _____

Postal code: _____ City: _____

Country: _____ Tel: _____

Email: _____

Payment should preferably be made by bank transfer. In the case of a payment by credit card, the card fees will be charged to the booking company.

Agreement

On behalf of _____ (add company name), I hereby agree to be bound by the EACR25 Invitation to Industry and all the General Terms and Conditions as outlined below.¹

Date: _____	Name: _____	Signature: _____
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¹ This application is legally binding on the company pending its acceptance in writing by the organiser and subject to the published General terms and Conditions for EACR25, published on our website eacr25.org/sponsorship.