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## BOOKING FORM – IST CONGRESS CENTRE

### Reservation:

Name:			
Address:			
Sponsor name:			
Contact person:			
Phone:	Fax:	E-mail:	
VAT number:	Internal Cost Centre:	Project:	

### Activity:

Name:			
Event date: ...../...../.....		Number of participants:	
Type of event:		National	International
Event URL: http://		Reservation date: ...../...../.....	

### Room Booking:

	DATE	SCHEDULE	Arrangement of rooms	Participants in presidential table
Auditorium			–	
Room – 01.1				
Room – 02.1 (open)				
Room – 02.1 (close)				
Room – 02.2			<i>audience</i>	
Room – 02.3				
Hall – 01			–	–
Hall – 02				
Recepção 01			–	–

### *Equipment Booking*

	DATE	ROOM	SCHEDULE	Notes
Overhead				
Slides projector				
Video projector				
TV set				
VHS player				
DVD player				
Sound recording (cassettes)				
Sound recording (digital)				
Simultaneous translation equipment				
Receptors				
Hand Wireless Microphone				
Lapel Wireless Microphone				
Audiovisual technician				
Others				

Internet	Localization
	Number of points
Phone with external connection- localization	

### *Coffee-break services Booking*

	DATE	SCHEDULE	Options	Notes
Coffee-break services				
Mineral Water				
Others				

### *Extra services Booking*

	DATE	SCHEDULE	Notes
Electrician			
Cleaning service			
Security			
Air conditioning service			
Others			

## PREPARATION AND ASSEMBLY:

<b>Sponser name:</b>	
<b>Contacts:</b>	
<b>Date:</b>	<b>Schedule:</b>

Allowance to publication of event information in Congress Centre webpage:

YES, I allow \_\_\_\_; \_\_\_\_\_ (signature)

NO, I don't allow \_\_\_\_; \_\_\_\_\_ (signature)

### *Notes:*

- **Definitive reservations only take place after a booking form, completed and signed, is received in Congress Centre.**
- **Congress Centre business hours are from 8.30 to 18.00, with a lunch time of one hour. After 18.00 extra hours are due, for technical assistance and/or coffee-break service support.**
- **Audiovisual equipments reservation should be confirmed 2 week days before the event. Some special services reservation (Simultaneous translation, for example) should be confirmed a week, at least, before the event.**
- **External Coffee-break supplies should be previously allowed.**
- **Coffee-break services reservation should be confirmed 2 week days before the event. This service has to be previously paid to be served.**
- **All the requests mentioned in the Booking Form will be take in account in the final of the events if a written withdrawal wasn't received in Congress Centre.**
- **Hang up posters or information sheets aren't allowed in glasses or walls. Free placards are available for that propose; please contact the Congress Centre office in advance.**

<b>SPONSER SIGNATURE</b>