**MEETING ROOM BOOKING FORM**

**Please return the completed form to** meetingcentre@cencenelec.eu

**The requester read and accepts the** [**General Terms & Conditions**](https://www.cencenelec.eu/meeting-centre/reserving-a-meeting-room/) **which applies to all bookings**

|  |  |
| --- | --- |
| Name of the organiser: |       |
| Company/Organisation: |       |
| Phone number: |       |
| E-mail address: |       |
| Name of the Chairperson/Secretary: |       |

|  |  |
| --- | --- |
| Date of the meeting: | Start (date):     -     -      at (time):       |
| End (date):      -     -      at (time):       |
| Title of the meeting: |       |
| Meeting type:* CEN
* CENELEC
* Joint CEN/CENELEC
* Internal (only CCMC staff)
* External
 |                           |
| Total number of participants: |       |
| Catering[[1]](#footnote-1)* Total number of lunches required: (including the special diet ones)

If required, please specify the number and type of special diet lunches: e.g., Gluten free, lactose free, halal, vegan, other … |             |
| Other special arrangement[[2]](#footnote-2): |       |

|  |  |
| --- | --- |
| Date of reservation:      -     -      | Other contact person:  |

Comments:

1. The lunch orders need to be confirmed at the latest 2 working days before the meeting. By default, 10% of the total number of lunches ordered are vegetarian. In order to avoid leftovers, we do not recommend to order lunch for half day’s meetings. [↑](#footnote-ref-1)
2. Every room is equipped with monitor screen(s), web/audio conferencing system and microphones. Other special arrangements may include office supplies or access for disabled people for example, in which case you are asked to advise the Meeting Centre prior to the meeting. [↑](#footnote-ref-2)