Application form

Room request – external people

CECAD COLOGNE

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I want to reserve the common seminar rooms at CECAD for my event?

1. General Information about organizing/contact person

Name

Institute & Department

Phone: Email:

2. Information about the meeting/ conference / workshop

Name of event:

Date(s): Time(s):

Number of Expected participants:

Please provide a programm, flyer!

Short description of the meeting: Purpose and Goals

Advantage for CECAD to provide space for this meeting

3. Requirements & furniture

3.1 Which rooms in the CECAD building do you want to reserve?
Please provide for each date and time.

- ☐ Lecture Hall (max. 80)
- ☐ Sem. 0.037 / 0.038 (max. 20):
- ☐ Sem. 0.039/0.040 (max. 20):
- ☐ Sem. 1.034 (max. 40)
- ☐ Foyer on ground floor (purpose?)
- ☐ Part of cafeteria area at Oliveri (can only be reserved, with preliminary agreement of Oliveri)

Please note: Tables and chairs are to be returned to standard positions after your event

3.2 Do you need presentation techniques: ☐ YES ☐ NO

Please indicate what you need.

3.3 Catering: ☐ YES Caterer ☐ NO, If yes, please provide information about

(Name and contact dates)

What kind of catering is provided? (e.g. snacks, warm meal, also tables ordered, etc.)

When will it be delivered?

When will dishes, tables, etc. be picked up after the end of your event (please provide day, time, if possible contact person):

PLEASE NOTE:

All rooms used at CECAD are to be returned by you in the condition in which you found them (i.e. chairs and tables must be rebuilt if dismantled, changed), cleaning of tables and floors if necessary. Cleaning of toilets.

If other events take place before or after you, arrangements for room handover etc. must be made. ALWAYS through the Central Office and not between the users.

If you use technical equipment, please inform yourself IN ADVANCE how and when to get it and how to use it in a proper way. For this, please contact: cecad-eventorga@uni-koeln.de

Please make sure that your visitors stay only in the area designated for your event.

If you or your participants caused any damage or if anything does not work, please report this immediately to cecad-eventorga@uni-koeln.de.

We reserve the right to charge costs, caused by your use of our venue on your account.

I hereby confirm that I have read and understood the information, provided above.

Name (readable) Date & Signature

PLEASE send the fully filled-in and signed template to: cecad-eventorga@uni-koeln.de

COMMENTS CECAD OFFICE