

Event Enquiry

to PR-E
event@tu-berlin.de



Part I General Informationen

Point of Contact:

Address/Secretariat:

E-Mail:

Phone Number:

Responsible on-site Contact:
(matriculation no., if registered student organisation)

Mobile No. during Event:

1. Event Title/Topic:

2. Event Type (e.g. workshop, conference,...):

3. Date of Event:

Time:

4. Number of Attendees:

5. Which room(s)/space(s) is/are preferred? Which room size/how many rooms is/are required?

6. Name of hosting Institution:

7. Status hosting Institution:

8. What is the relation of the event to the TUB?

If other:

For INTERNAL enquiries only

9. Will there be a fee for attending?

no

yes

10. Will a surplus be generated?

no

yes

11. Is the event part of a commercial enterprise?
(Betrieb gewerblicher Art / BgA)

no

yes: BgA

12. Will there be a co-host?

no

yes:

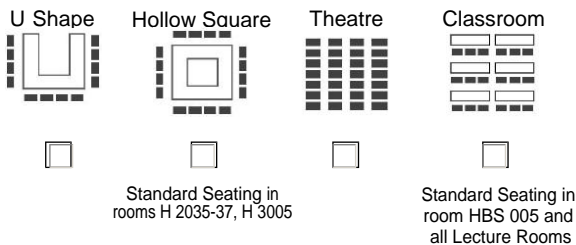
13. Invoice Recipient/Bill-To Party:
(mandatory)

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Part II Equipment & Service Requirements (additional cost may occur)

14. Technikbedarf	Amount	15. Mobiliarbedarf	Amount
Microphone		Chair	
Microphone (wireless)		Partition	
Projector		Lectern	
Laptop (for a fee)		Tables	
Wi-Fi Accounts		Poseur Table	
Network Cable		Stage	
Screen		Signpost (DIN A4 across)	
Loudspeakers		Flipchart incl. Paper	
		Coatrack 60 hangers, incl. tags	

16. Seating Options



At what time needs the seating setup to be ready? (earliest possible: 8am)

Time:

Please provide us with a drawing for your preferred room concept/setup on a separate page with a brief explanation.

Please note: unused furniture of the standard setup might have to remain in the room.

17. Additional Requirements	Amount	18. Services	Amount/Time
Electrical Connection		Technical Support	
Parking Spaces max. 5 behind the main building		Cleaning	
Banner Space (Main Building) 300 x 190 cm		Site Security	
Banner Space (Math Building) 400x 120 cm		Ambulancemen/women	
		Catering <i>Please note: in case of a catering, an additional cleaning at a cost is mandatory.</i>	

19. Miscellaneous/Additional Information

20. additional Services available by TUBS GmbH

- Attendee Management
- Staffing
- Financial Management
- Exhibitor Management

I hereby confirm the accuracy of the information provided on this form to the best of my knowledge.
 I hereby confirm that I am aware that only forms on which **Part I is completed** can be processed.

 Date, Name in block capitals and signature

 Stamp

If submitted signed and stamped electronically, the original DOES NOT need to be submitted via (interoffice) mail.