

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:


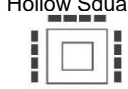


13. Invoice Recipient/Bill-To Party:
(mandatory)

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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

 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
<p>Standard Seating in rooms H 2035-37, H 3005</p>		<p>Standard Seating in room HBS 005 and all Lecture Rooms</p>	

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 <small>max. 5 behind the main building</small>		Cleaning	
Banner Space (Main Building) <small>300 x 190 cm</small>		Site Security	
Banner Space (Math Building) <small>400x 120 cm</small>		Ambulancemen/women	
		Catering	
		<small>Please note: in case of a catering, an additional cleaning at a cost is mandatory.</small>	

19. Miscellaneous/Additional Information

20. additional Services available by TUBS GmbH

- Attendee Management
- 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.