

PLEASE COMPLETE AND RETURN AT YOUR EARLIEST CONVENIENCE TO:



EAHAD 2025 c/o MCI Suisse SA
Rue du Pré-Bouvier 9 - CH-1242 Satigny
eahad@mci-agency.com



Please note that all acknowledgments of your company and listing of company name and address will be generated from the following information. It is mandatory to complete and sign this form to confirm your meeting room. This form will be considered as a contract.

COMPANY NAME			
CONTACT NAME			
ADDRESS			
POSTAL CODE / CITY		COUNTRY	
EMAIL		PHONE	
COMPANY VAT N°		PURCHASE ORDER N°	

ROOM RENTAL PRICES *Featured prices are exempt from VAT.*

Rental includes basic projection/LCD display and basic room setup. Any additional technical equipment, temporary staff, decorations, etc. are not included in the below costs and will be invoiced upon request. You must make your own arrangements for catering.

One Hour €850 Half-Day (Max. 4 hours) €2'400 Full Day €3'700

MEETING TITLE	<i>The signage onsite will display the title indicated here.</i>			
MEETING DATE	<input type="checkbox"/> Tuesday 4 th	<input type="checkbox"/> Wednesday 5 th	<input type="checkbox"/> Thursday 6 th	<input type="checkbox"/> Friday 7 th
MEETING TIME	Start time:		End time:	
NUMBER OF PARTICIPANTS	<input type="checkbox"/> 5 - 10	<input type="checkbox"/> 10 - 15	<input type="checkbox"/> 15 - 20	
ROOM SET-UP	<input type="checkbox"/> Boardroom		<input type="checkbox"/> Theatre	

IMPORTANT NOTICE (Tick the box to confirm you have read the regulations for side meetings below)

It is strictly forbidden to organise any meetings for more than 20 participants during the official scientific session timings. Meetings bigger than 20 persons need to be done during the following times:

- Tuesday, 4 February 2025
- Wednesday, 5 February 2025 before 09:30 and as of 19:30*
- Thursday, 6 February 2025 as of 18:00
- Friday, 7 February 2025 as of 15:30

* The Executive Committee Meeting of the EAHAD will run on this entire evening.

Please note, that we do reserve the right to decide on setup, timings, room allocation and access timing needed for your requirements.

PAYMENT SCHEDULE

All payments must be made in EUR. The total cost will be invoiced on receipt of the completed order form and due for payment upon receipt of the invoice to guarantee the reservation.

Bank: UBS SA- 1211 Geneva 2, Switzerland,
Company: MCI Suisse SA for 18th EAHAD Congress
Account N°: 369.393.71L / **SWIFT:** UBSWCHZH80A
IBAN: CH18 0024 0240 3693 9371 L

CANCELLATION POLICY

Cancellation and changes to your original booking must be made in writing to MCI. For cancellations made:

Until 18 October 2024: **30%** of the total cost of each item will be retained
Until 13 December 2024: **75%** of the total cost of each item will be retained
From 14 December 2024: **100%** of the total cost of each item will be retained

I have read and agree with the EAHAD 2025 Cancellation Policy and Deadlines as well as the Important Notice

PLACE AND DATE:

SIGNATURE AND COMPANY STAMP: