MEETING ROOM REQUEST FORM

PLEASE COMPLETE AND RETURN AT YOUR EARLIEST CONVENIENCE TO:

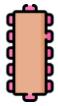
EAHAD 2027 c/o MCI Suisse SA
Rue du Pré-Bouvier 9 - CH-1242 Satigny
eahad@mci-agency.com

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*				
MEETING DATE	☐ Tuesday 2nd	☐ Wednesday 3rd	☐ Thursday 4th	☐ Friday 5th
MEETING TIME**	Start time:		End time:	
PARTICIPANTS	☐ 5 - 10	☐ 10 - 15	☐ 15 - 20	
ROOM SET-UP	☐ Boardroom 	☐ U-Shape	☐ Theatre	

** The signage onsite will display the title indicated here.*
*** Meetings should not start prior to 8:00 and end times are limited as follows: Tuesday until 21:00, Wednesday until 19:30, Thursday until 18:30 and Friday until 16:00*

☐ **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, 2 February 2027
- Wednesday, 3 February 2027 before 08:30 and as of 19:30*
- Thursday, 4 February 2027 as of 18:05
- Friday, 5 February 2027 as of 15:45

** 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 19th 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 16 October 2026: **30%** of the total cost of each item will be retained
Until 11 December 2026: **75%** of the total cost of each item will be retained
From 12 December 2026: **100%** of the total cost of each item will be retained

I have read and agree with the EAHAD 2027 Cancellation Policy and Deadlines as well as the Important Notice

PLACE AND DATE:

SIGNATURE AND COMPANY STAMP: