# AUXILIARY MEETING BOOKING - BOOKING REQUIREMENTS & INFORMATION

Booking request must be provided by: **Sunday 30th August 2026**
NO changes can be made to the booking after this date. **(Please complete all sections)**

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| Coordinator Name: | | |
| Organisation: | | |
| Address (for invoice): | | |
| Phone (mobile, must be provided for onsite contact): | | |
| Email: | | |
| Name of Meeting: | | |
| Date: | | |
| Time: | | |
| Numbers of attendees: | | |
| Room Setup (choose one) | ☐ Boardroom Style | ☐ Theatre Style |
| Is this meeting open to all conference delegates: | ☐ Yes / ☐ No | |
| If yes, would you like the meeting listed in the conference program (subject to approval) | ☐ Yes / ☐ No | |

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| **Catering requirements:** | If catering is required at your meeting, please contact the venue catering team directly. This information will be provided once confirmed. |
| **AV requirement:**<br>*A quote will be provided based on requirements* | If AV is required at your meeting, please contact our AV provider directly at the contact details provided below:<br>Jasiah Ulbricht @ Rave AV<br>1800 728 328<br>Jasiah@rave.solutions |

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| **Formal meeting room hire fee:** | Full-day meeting: €750 EURO ☐ |
| | Half-day meeting: €300 EURO<br>8am – 12pm ☐<br>1pm – 5pm ☐ |
| | 1 hour meeting: €120 EURO ☐<br>Time: |

**Terms and Conditions**

1. All bookings must be made with the Conference Secretariat in the first instance (conference@inhsu.org).
2. The Booking Requirements and Information is to be filled out and sent to the Conference Secretariat for identification of the meeting needs.
3. The Conference Secretariat will advise the booking coordinator of the room booking details, including the approximate costs for the meeting and if required will advise the appropriate venue contact.
4. The booking coordinator is to liaise with the venue directly for catering purposes.
5. The booking coordinator is to liaise with the AV supplier directly for AV requirements

**Provisions related to booking the meeting space:**

1. The Conference Secretariat are responsible for allocating an appropriate meeting room at the conference venue, this will ensure that the room is suitable for the meeting and that the conference is not affected by the meeting.
2. Should a meeting be held in a room that the conference is also using, the coordinator of the meeting must ensure that the room is vacated as per the booking timing (to provide ample time for venue cleaning staff).
3. Additional costs for the meeting will be billed to the booking coordinator. These could include room hire, any additional AV (if additional equipment to the standard is requested), catering (unless the meeting is part of the program and therefore part of the standard conference catering).
4. The Conference Secretariat provides a booking service for the meeting room, AV & conference catering only and will ensure all pre-advised requirements are in the room at the time of the booking. The coordinator of the event is responsible for the final set up of the room.
5. Instructions on how to operate equipment and other procedures will be provided by the venue on-site staff.
6. The meeting will be billed to the booking coordinator pre-conference by the conference secretariat/venue/A.V provider

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| Name of Organiser: |
| Signed: |
| Date: |