|  |  |
| --- | --- |
| http://www.ictp-saifr.org/wp-content/uploads/2011/08/Ictp_logo1.jpg |  **SPACE AND SERVICES REQUEST FORM** |
| Activity's title:  |
| SMR:  | From:  | To:       |
| Working hours:       |  | Exp. Participants:  |
| Local Organizer:       | Secretary:       |

**1. ACTIVITY'S VENUE *(as assigned by the Directorate)*** [ ]  In presence only [ ]  Hybrid (Zoom )

* **Leonardo da Vinci Building:** **ZOOM REQUIREMENTS**

[ ]  Budinich Lecture Hall (263 seats; blackboard size: mts 10.05 l x 1.34 h) [ ]  **MEETING**

[ ]  Euler Lecture Hall (62 seats) [ ]  Waiting Room

[ ]  Luigi Stasi Seminar Room (50 seats) [ ]  Open Chat

* **Adriatico Guest House:** [ ]  Chat to Hosts only

[ ]  Kastler Lecture Hall (120 seats; blackboard size: mts 4.00 l x 1.20 h) [ ]  Breakout Rooms

[ ]  Giambiagi Lecture Hall (80 seats)

[ ]  Lundqvist Lecture Hall (table for 22) [ ]  **WEBINAR**

[ ]  United Nations Room (table for 8) [ ]  Chat

[ ]  Meeting Room (table for 6) [ ]  Q&A

* **Enrico Fermi Building:**

 [ ]  SciFabLab NOTE for WEBINAR:

* **Galileo Guest House:** Please send a separate email with name,

 [ ]  Fibonacci Lecture Room affiliation and email of each Panelist.

**2. InformaticS Laboratory and Computer Services**

*Overview of computer equipment in informatics laboratories:* [*http://icts.ictp.it/facilities/computer\_labs/*](http://icts.ictp.it/facilities/computer_labs/)

[ ]  Needed (see attached request form) If laboratory must be locked, keys to be given to:

**3. ADDITIONAL OFFICES/REQUIREMENTS (for Adriatico Guest House Activities ONLY)**

[ ]  Secretariat No. of persons:

[ ]  Director(s) No. of persons:

[ ]  Lecturer(s) No. of persons:

**4. OVERTIME REQUEST**

* **ARE ANY LECTURES PLANNED BEYOND STANDARD WORKING HOURS AT ICTP?**(8.30 am - 4.48 pm, Monday to Friday)[ ]  Yes, please specify:
* **ARE ANY LECTURES PLANNED ON WEEK-ENDS/OFFICIAL HOLIDAYS?** [ ]  Yes, please specify:

 *For activities taking place outside standard working hours, mandatory presence is foreseen for safety reasons. Assistance for multimedia/audiovisual equipment and for help in the informatics lab is optional and should be requested specifically to interested parties.*

**5. POSTER SESSION**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Physical | No. of boards:       | From:       | To**:** |
| [ ]  Virtual |       | From:       | To**:** |

**At Leonardo Building**: Poster Gallery, Lobby, 51 magnetic boards, wall-mounted, mts 1,25 (height) x 1,22 (width)
**At Adriatico Guest House**: outside KLH, 26 wall-mounted boards, mts. 1.00 (width) x 2.00 (height) for total 26.00 sq.mts. + 4 mobile boards of 4 faces each, size of each face: mts 1,20 (width) x1,90 (height); total 16 faces for 36.48 sq. mts.

**6. PARTICIPANTS' REGISTRATION**

**[ ]** Online, standard location**[ ]** Non-Standard, please specify:

**7. TECHNICAL EQUIPMENT**

Please check [*http://icts.ictp.it/facilities/lecture\_rooms/*](http://icts.ictp.it/facilities/lecture_rooms/)for a list of technical facilities available in each lecture hall.

If any extra equipment is needed, please list it hereafter:

**8. OTHER REQUIREMENTS**

[ ]  Message boards No:       [ ]  Video recording

Please specify location(s):       [ ]  Publish on Indico

 [ ]  Publish on YouTube

[ ]  Additional tables No.       [ ]  Deliver Video Files

 [ ]  Streaming on YouTube - Channel:

[ ]  Other (*Please specify also if any special seating arrangement is needed)*:

***PLEASE NOTE: Any damages to the equipment will be charged to the activity's budget.***

**Date:** **Requested by:**

 ***FOR USE OF THE SCIENTIFIC ACTIVITIES SUPPORT TEAM (SAST)***

**[ ]** Assigned as per request[ ]  Changes required

**Remarks:** **Informatics Laboratory at:**

**OFFICES ALLOCATION**

* **Leonardo da Vinci Building:**

**[ ]** Room 142 – ext. 171:

* **Adriatico Guest House:**

[ ]  Office 1 – ext. 951:      [ ]  Office 3 – ext. 953: [ ]  Meeting Room – ext. 955:
[ ]  Office 2 – ext. 952:      [ ]  Office 4 – ext. 954: [ ]  UN Room – ext. 643:

**Date:** **Person in charge:**

**FORWARDED FOR ACTION TO:** **FORWARDED FOR INFORMATION TO:**

- Maintenance Services - Activity's Secretary

- ICTS / SAST - Reception Desk

- AGH Cleaning- Bar & Cafeteria

- Mail Office (smr\_serv@ictp.it) - Security\_LB (secur\_mb@ictp.it) for activities at LB only

- If lessons on weekend or holidays: ICTP Catering Services.

**Services involved are kindly required to acknowledge receipt of this Request for Services to the Activity’s Secretariat (by e-mail), thus confirming their action.**