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

**1. ACTIVITY'S VENUE *(as assigned by the Directorate)***

* **Leonardo da Vinci Building:**

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

[ ]  Euler Lecture Hall (62 seats)

[ ]  Luigi Stasi Seminar Room (50 seats)

* **Adriatico Guest House:**

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

[ ]  Giambiagi Lecture Hall (80 seats)

[ ]  Lundqvist Lecture Hall (table for 22)

[ ]  United Nations Room (table for 8)

[ ]  Meeting Room (table for 6)

**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**

[ ]  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 of maintenance staff is foreseen for safety reasons. Assistance for multimedia/audiovisual equipment and in the informatics lab is optional and should be requested specifically to interested parties.*

**5. POSTER SESSION**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Required | No. of boards:  | 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. 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:

**7. OTHER REQUIREMENTS**

[ ]  Message boards No:       [ ]  Additional tables

Please specify location(s):

[ ]  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 CONFERENCE SUPPORT OFFICE***

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

**Remarks:**

**Informatics Laboratory at:**

**OFFICES ALLOCATION**

* **Adriatico Guest House:**

[ ]  Office 1 – ext. 951:

[ ]  Office 2 – ext. 952:

[ ]  Office 3 – ext. 953:

[ ]  Office 4 – ext. 954:

[ ]  UN Room – ext. 643:

[ ]  Meeting Room – ext. 955:

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

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

- Maintenance Services - Activity's Secretary

- ICTS - Reception Desk

- AGH Cleaning- Bar & Cafeteria

- Mail Office (smr\_serv@ictp.it, attcrtf@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.**