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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.**