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EFRA General Secretary

Willy Wuyts

Herentalsesteenweg, 20
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Belgium

Accommodation requirements for AGM:

60 rooms for 2 nights (Arrival Friday Departure Sunday)

Possibility for rooms for Thursday/ Sunday night on special request but with the same price conditions

Rooms for Sunday night are rare but they should be in the EFRA conditions

Single and double with same standards in a good quality, but can have identical or different conditions including breakfast.

Meeting rooms:

Meeting EFRA Office: 12 persons from Friday 14:00 to Sunday 17:00

Meeting General Meeting: 60 persons Saturday 08:00 to Sunday to 13:00

Meeting Section Break out: (some people are switching between rooms)

Electro is in the General Meeting Room 20 persons

1:8 / 1:10 Track 20 persons Saturday 13:00 to 21:00

1:5 Large Scale 20 persons Saturday 13:00 to 21:00

1:8 Off Road: 20 persons Saturday 13:00 to 21:00

Meeting room requirements:

Meeting EFRA Office:

12 table workplaces and chairs

Meeting General Meeting:

60 table workplaces and chairs

1 Beamer

1 Microphone and Surrounding Sound System (good acoustic)

Internet in all rooms for online conference is required

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Meeting Section Meetings:

1:8 / 1:10 Track 20 persons Saturday 13:00 to 21:00

30 table workplaces and chairs

1 Beamer

1:5 Large Scale 20 persons Saturday 13:00 to 21:00

30 table workplaces and chairs

1 Beamer

1:8 Off Road: 20 persons Saturday 13:00 to 21:00

30 table workplaces and chairs

1 Beamer

Catering:

Friday: Welcome Buffet at 19:30, 60 persons

Saturday: 2 Coffee and Snack breaks morning and afternoon for the general meeting and section meeting, max: 20 minutes, 60 persons

Saturday: Lunch 12:30 max. 90 minutes, max. 60 persons

Saturday: Dinner 19:30 max. 90 minutes, max. 60 persons

Sunday: 1 Coffee and Snack break morning, max. 60 persons

Sunday: Lunch, 13:00 max. 50 persons

	Hotel		
	Date (Basis 60 persons)		
Description	#	#pr/unit	Price
Rooms			
Single			
Double			
Breakfast			
Breakfast for second person			
City rate (per room and night)			
Packages for Meetings			
General Meeting & Section Meeting (Sat&Sun)			
Welcome Dinner or Welcome Walking Buffet			
Saturday Evening Dinner			
Sunday Lunch			
Offices			
EFRA office (10 / 3 days)			
General Meeting (100 / 1.5 days)			
Section Meeting VLS (30 / 0. 5 day separate room)			
Section Meeting OR (30 / 0. 5 day split possibility)			
Section Meeting Track (30 / 0. 5 day split possibility)			
Section Meeting Elektro (30 / 0. 5 day split possibility)			
Microphone (2)			
Beamers (4)			
Internet (costs / capacity)			
Shuttle Friday & Sunday coverage			
Parking possible & and costs			
Total			