



## **GENERAL CONDITIONS OF USE AND RESERVATION OF THE MEETING ROOMS OF THE SPANISH NATIONAL RESEARCH COUNCIL (CSIC) IN BRUSSELS**

CSIC premises are located in the vicinity of the Directorate General for Research and Innovation of the European Commission, the European Parliament and within walking distance from the main offices of R&D of the Member States of the European Union and other agencies, universities and academies.

CSIC Brussels Office is provided with facilities and infrastructure of different nature and characteristics, including three meeting and conference rooms

### **I. Description:**

#### **ROOM 1:**

Location: sixth floor

Capacity: up to 16 participants

Equipment: 50" plasma screen on stand, DVD recorder player, flipchart, Wi-Fi.

#### **ROOM 2:**

Location: seventh floor

Capacity: up to 25 participants

Equipment: 50" plasma screen on stand, DVD recorder player, flipchart, video conferencing system, Wi-Fi.

#### **ROOM 3:**

Location: seventh floor

Capacity: up to 80 participants (minimum 20 p.)

Equipment: projector and screen, two 42" plasma screens, sound system (including microphones), flipchart, Wi-Fi.

### **2. Opening Hours:**

Monday to Thursday: from 9.15 a.m. to 17.45 p.m. Friday: from 9.15a.m. to 14:45p.m. Saturdays and Sundays: Closed.

Rooms will be closed in August and the period between 24 December and 6 January.



### **3. Conditions of use:**

- Rooms are exclusively available for purposes related to scientific and technological research.
- The applicant must ensure the proper use of the room (including audiovisual equipment) and make sure that they leave it in the same conditions that they received it.
- Food and beverages allowed in the meeting rooms are: coffee, tea, water, juice, soft drinks, pastries and sandwiches. It is strictly forbidden to eat in halls or in any other place than the meeting room, except in places authorized by CSIC solely for that purpose.
- The CSIC logo must appear on the information posters of the meeting to be held in the CSIC facilities, without prejudice to the organizing entity and the participants to include their logos.
- It is forbidden to hang, paste or attach any materials (posters, panels, etc.) in the room without the express consent of CSIC.
- It is forbidden to make recordings in the meeting rooms or other CSIC facilities without the prior consent of CSIC.
- It is forbidden the access of animals to the meeting rooms.
- Smoking is prohibited in the meeting rooms.

### **4. Reservations:**

- The Entity willing to use the meeting rooms, after checking availability through the following link: <http://www.d-bruselas.csic.es/reserva-de-salas> , must fill the web form at least two weeks before the meeting and not earlier than 45 days prior to the meeting. Changes on reservations must be done using the following e-mail: [reunionesbxi@d-bruselas.csic.es](mailto:reunionesbxi@d-bruselas.csic.es)

These 45 days will not be applicable to the Institutes of CSIC and entities housed at CSIC Brussels premises.

- The booking schedule must include not only the time for the meeting, but also the required time for set-up, audio and video tests and dismantling.
- The CSIC Brussels Office will answer the request on first come, first served basis and will inform the applicant within a period of not more than 5 working days ( August and the period between 24th December and 6th January, both included, will not be considered working days).



Once the reservation is confirmed, the requesting entity will proceed with the payment and will send the proof of payments to: [reunionesbxi@d-bruselas.csic.es](mailto:reunionesbxi@d-bruselas.csic.es) no later than one week before the meeting. Payments will be made by bank transfer to the following bank account, indicating in the description “ROOMS BRUSSELS – (DATE)”:

Account Name: AGENCIA ESTATAL CSIC  
IBAN: ES07 9000 0001 2002 2000 0047  
SWIFT / BIC: ESPBESMM

- The organizing entity will designate a person as the contact point between the organizing entity and CSIC. That person will guarantee the proper use of the room and must be easily researchable at any time during the meeting. The contact person details (name, e-mail and phone number) must be included in the reservation form.

## **5. Prices:**

See Aneex.

## **6. Others:**

The Director and the General Manager of CSIC Brussels Office shall consider any issue that is not covered by the present document.



## ANNEX

### PRICES\* 2017

Per hour

ROOM	GENERAL (€/hour)	REDUCED (€/hour)	FREE (€/hour)
SALA 1 (15P)	24	19	0
SALA 2 (25P)	30	24	0
SALA 3 (80P)	61	49	0

*\*Prices without VAT*

### Organizing Entity:

**FREE:** Institutes of CSIC and Entities housed at CSIC Brussels premises.

**REDUCED:** Spanish Public Research Entities (OPIs, Public Universities, Public Research Foundations, etc...).

**GENERAL:** All others.