

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

General Conditions for **2022**

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, for the possible use by entities that are active in the sphere of scientific research, technological development, and innovation research.

The objective of this document is to lay down the conditions for the reservation of the meeting rooms and their use.

The usage of a meeting room implies the existence of an agreement between the CSIC and the entity responsible for its use, this entity being the one that initiated the reservation.

Solely the laws of Belgium are applicable.

1. Description of the Meeting Rooms

MEETING ROOM 1:

- Location: sixth floor
- Capacity: **15 persons/ currently permitted : 8 persons**
- Equipment:
 - Wireless internet
 - LED monitor 65"
 - Installation configured for hybrid meetings: Polycom Studio connected with wireless keyboard and Ethernet
 - Lenovo ThinkCentre Windows 10
 - External connections: USB and micro USB
 - It is not permitted to connect an external laptop
- Wi-Fi connection
- Configuration: board meeting in U-form

MEETING ROOM 2:

- Location: seventh floor
- Capacity: **25 persons / currently permitted : 12 persons**
- Equipment:
 - Wireless internet
 - LED monitor 65"
 - Installation configured for hybrid meetings: Polycom Studio connected with wireless keyboard and Ethernet
 - Lenovo ThinkCentre Windows 10
 - External connections: USB and micro USB
 - It is not permitted to connect an external laptop
- Wifi connection
- Configuration : board meeting open rectangle

MEETING ROOM 3:

- Location: seventh floor
- Capacity: **90 persons / currently permitted : 45 persons**
- Equipment:
 - Led monitor 65"
 - two 42" plasma screens,
 - sound system
 - lectern with microphone
 - wireless internet
 - Installation configured for hybrid meetings: Polycom Studio connected to laptop Lenovo ThinkCentre Windows 10 and Ethernet
 - External connections: USB and micro USB
 - Powerpoint slider and laser pointer
 - It is not permitted to connect an external laptop
- flipchart
- Wi-Fi connection
- Configuration: theatre with note-taking seats

2. Conditions of the Use of the Meeting Rooms during Covid-19

For the year 2022, all restrictions have been lifted.

3. Opening Hours

Tuesday to Thursday: from 9.15 a.m. to 17.00

Friday: from 9.15 a.m. to 14.45

The meeting rooms are closed on Saturdays, Sundays, Mondays, and on official holidays (the official holidays of the European Commission and of the Spanish Government). The rooms are also closed for the full month of August and for the period between December 24 and January 6.

4. General 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 are left in the same conditions that they received it. Damages to the equipment or to the room infrastructure shall be the sole responsibility of the organizing entity.
- The opening hours of the rooms need to be strictly observed.
- The CSIC logo must appear on all disseminated materials (e.g. information panels, agenda, invitations, etc.) used to advertise any meeting 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 the management of CSIC.
- It is forbidden to make recordings in the meeting rooms or other CSIC facilities without the prior consent of the management of CSIC.
- Animals are forbidden on the CSIC premises, unless they are officially for support.
- Smoking is prohibited in the meeting rooms and in the alleys, as well as to the main entrance of the building.

5. 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 in 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: reunionesbxl@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: reunionesbxl@d-bruselas.csic.es no later than one week before the meeting.

Payments will be made by bank transfer to the following bank account to the account of **AGENCIA ESTATAL CSIC**, Banco de España, registered at calle Alcalá 48, Madrid:

IBAN: ES07 9000 0001 2002 2000 0047

SWIFT / BIC: ESPBESMM

Please use reference « Meeting Rooms Brussels – (date of meeting) »

6. Annulation of Reservations

The annulation of a reservation shall by no means whatsoever entail a right to a full or partial refund of the paid sums.

By the sole decision of the management of CSIC Brussels, a reservation can be refunded, provided there are pertinent and demonstrated reasons, and the annulation was received at least 14 days prior to the meeting.

7. Prices

The prices and reductions applicable can be consulted on the web page of the Delegation of CSIC to Brussels. The prices currently valid figure as an annex to this document.

8. Varia

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

9. Civil and Contractual Liabilities

The CSIC does not assume any responsibility whatsoever regarding civil liabilities, including damages to goods or persons, caused by or during the event. The organizing entity is solely responsible for damages to third parties, in whatever form.

This discharge for civil liabilities also applies to a claim for damages arising from the execution of the agreement.

10. Annulation due to the current pandemic

Due to the uncertainty surrounding any long-term planning, CSIC reserves the right to cancel any reservation, without any right whatsoever to refunds.

This right of cancellation can be exercised as a precautionary measure by the Delegation.

Next page : annex with the prices of 2022

ANNEX: PRICES* 2022

Per hour, with a **minimum of two hours**:

ROOM	GENERAL €/HOUR	REDUCED €/HOUR	FREE
ROOM 1 – 15P / 8P**	50€	30€	0€
ROOM 2 – 25P / 12P**	75€	50€	0€
ROOM 3 – 80P / 45P**	100€	75€	0€

**Prices excluding VAT*

*** Covid Protocol during 2022*

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...) whenever they organize and participate in the meeting.

GENERAL: All others.

Last revision: May 2022