

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

General Conditions for **2024**

CSIC premises are located in the vicinity of the Directorate General for Research and Innovation of the European Commission and the European Parliament, and within walking distance from many permanent diplomatic representations of EU Member States and other agencies, universities and academies.

CSIC Brussels Office offers meeting facilities and infrastructure for the use by entities that are active in the sphere of scientific research, technological development, and innovation. These include three meeting and conference rooms fully equipped for remote connection.

This document lays down the conditions for the reservation of the meeting rooms and for their use. The usage of a meeting room implies the agreement between CSIC and the entity initiating a reservation, which will also be considered responsible for its use.

Solely the laws of Belgium are applicable.

1. Description of the Meeting Rooms

MEETING ROOM 1:

- Location: sixth floor
- Capacity: **15 people**
- 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
 - The connection to an external laptop is not permitted
- Wi-Fi connection
- Configuration: board meeting in U-form

MEETING ROOM 2:

- Location: seventh floor
- Capacity: **25 people**
- 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
 - The connection to an external laptop is not permitted
- Wifi connection
- Configuration : board meeting open rectangle

MEETING ROOM 3:

- Location: seventh floor
- Capacity: **80 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
 - The connection to an external laptop is not permitted
- flipchart
- Wi-Fi connection
- Configuration: theatre with note-taking seats

2. Opening Hours

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

Friday: from 9.15 a.m. to 16:00

The meeting rooms are closed on Saturdays, Sundays 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.

3. General Conditions of Use:

- Rooms are exclusively available for purposes related to scientific and technological research and innovation.
- The applicant must ensure the proper use of the room (including the audiovisual equipment). 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.
- CSIC logo must appear on all disseminated materials (e.g. information panels, agenda, invitations, etc.) used to advertise any meeting held in CSIC facilities, in addition to any other logos the organizing entity might want to include.
- Hanging, pasting or attaching any materials (posters, panels, etc.) in the room is forbidden, unless explicitly approved by CSIC management.
- Making recordings in the meeting rooms or other CSIC facilities requires the prior consent and agreement of CSIC management.
- Smoking is prohibited in the meeting rooms and in the alleys, as well as in the main entrance of the building.

4. Reservations:

The entity willing to use the meeting rooms can check their availability in the following link: <http://www.d-bruselas.csic.es/reserva-de-salas>. To make a reservation, please fill in the web form at least two weeks before the meeting but not earlier than 45 days prior to the meeting. This maximum of 45 days does not apply to CSIC Institutes or entities housed at CSIC Brussels premises.

Changes in reservations must be done using the following e-mail: reunionesbxl@d-bruselas.csic.es

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.

CSIC Brussels Office will answer the request on a 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 must be made by bank transfer to the bank 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) »

5. Cancellation of Reservations

The cancellation of a reservation must be received at least 14 days prior to the date of the reservation and must be properly justified. CSIC Brussels management will make a decision regarding the partial or full refund of the reservation.

6. Prices

The prices and reductions applicable can be consulted on CSIC Brussels office web site. Prices applying currently are included as an annex to this document.

7. Varia

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

8. Civil and Contractual Liabilities

CSIC does not assume any responsibility 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.

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

Next page: annex with the prices for 2024

ANNEX: PRICES* 2024

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

ROOM	GENERAL €/HOUR	REDUCED €/HOUR	FREE
ROOM 1 – 15P	54€	33€	0€
ROOM 2 – 25P	81€	54€	0€
ROOM 3 – 80P	107€	81€	0€

**Prices excluding VAT*

Organizing Entity:

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

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

GENERAL: All others.

Last revision: November 2023