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EFRA General Secretary

Willy Wuyts

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Belgium

### Accommodation requirements for AGM:

50 rooms for 2 nights (Arrival Friday Departure Sunday)

3 rooms for Thursday night (preserve for earlier arrivals) \*

3 rooms for Sunday night (preserve for later departures) \*

\*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 08:00 or Thursday 17:00 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:

15 table workplaces and chairs

Meeting General Meeting:

60 table workplaces and chairs

1 Beamer

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1 Microphone and Surrounding Sound System (good acoustic)

Internet in all rooms for online conference is required

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:**

Thursday: à la carte dinner max. 5 persons

Friday: Lunch 12:30 a la carte, max. 15 persons

Friday: Welcome Buffet at 19:30, 80 persons

Saturday: 2 Coffee and Snack breaks morning and afternoon for the general meeting and section meeting, max: 20 minutes, 50 persons

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

Saturday: Dinner 19:30 max. 90 minutes, max. 60 persons normally is less than Welcome Buffet

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

Sunday: Lunch, 13:00 max. 50 persons

	<b>Hotel .....</b>		
	Date (Basis 60 persons)		
<b>Description</b>	<b>#</b>	<b>#pr/unit</b>	<b>Price</b>
<b>Rooms</b>			
Single			
Double			
Breakfast			
Breakfast for second person			
City rate (per room and night)			
<b>Packages for Meetings</b>			
General Meeting & Section Meeting (Sat&Sun)			
Welcome Dinner or Welcome Walking Buffet			
Saturday Evening Dinner			
Sunday Lunch			
<b>Offices</b>			
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			
<b>Total</b>			