



EFRA General Secretary
Mark Rumble
344n Villa Dos Grades
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Portugal
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Accommodation Requirements for AGM

- **60 rooms** required for 2 nights (arrival Friday, departure Sunday).
- Additional nights on **Thursday and/or Sunday** should be available on request, at the same EFRA rate.
- Rooms for Sunday night are generally limited but must still be offered under EFRA conditions.
- Both **single and double rooms** should be of the same good quality standard, with breakfast included. Conditions may be identical or slightly different depending on availability.

Meeting Rooms

EFRA Office

- Capacity: 12 persons
- Availability: Friday 14:00 – Sunday 17:00

General Meeting

- Capacity: 60 persons
- Availability: Saturday 08:00 – Sunday 13:00

Section Breakout Meetings (Saturday 13:00 – 21:00; some participants may move between rooms)

- Electric Section – 20 persons (held in General Meeting Room)
- 1:8 / 1:10 Track – 20 persons
- 1:5 Large Scale – 20 persons
- 1:8 Off-Road – 20 persons

Meeting Room Requirements

EFRA Office

- 12 workplaces with tables and chairs

General Meeting Room

- 60 workplaces with tables and chairs
- 1 projector
- 1 microphone with full sound system (high-quality acoustics)
- Reliable internet connection suitable for online conferencing

Section Meeting Rooms

- Each room to accommodate 20–30 persons
- 30 workplaces with tables and chairs
- 1 projector per room

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Organisation Nr. 849400-6615 Sweden www.efra.ws

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Catering

- **Friday:** Welcome Buffet at 19:30 (60 persons)
- **Saturday:**
 - 2 coffee/snack breaks (morning and afternoon, approx. 20 minutes each, 60 persons)
 - Lunch at 12:30 (up to 90 minutes, 60 persons)
 - Dinner at 19:30 (up to 90 minutes, 60 persons)
- **Sunday:**
 - 1 coffee/snack break in the morning (60 persons)
 - Lunch at 13:00 (50 persons)

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	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 Electric (30 / 0. 5-day split possibility)			
Microphone (2)			
Projectors (4)			
Internet (costs / capacity)			
Shuttle Friday & Sunday coverage			
Parking possible & and costs			
Total			