Annex 2 to Regulations on Booking Meeting Rooms at HSE University, Pokrovsky Bulvar

**Application to Book Meeting Room at Pokrovsky Bulvar**

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| Full name of the event (indicate format: meeting, conference, roundtable, symposium, etc.)  \*information signs are OBLIGATORY when holding an event involving outside organizations and guests  (Please find the template on the Event Organization Office webpage) |  | |
| Date of the event (an application must be submitted at least 2 (two) working days prior to the event) |  | |
| Start and end time of the event (the room opens 30 minutes prior to the event’s start) |  | |
| No. of participants |  | |
| Name of the subdivision booking the room |  | |
| Is a coffee break planned for the event? | Yes | No |
| Are stands needed for information signs? | Yes | No |
| Full name, position, telephone number, and e-mail of the employee responsible for the event |  | |
| Additional information (if necessary) |  | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_, 2019

Head of the subdivision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (full name)

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| If the event requires technical support (recording, microphones, etc.), please submit a request to the IT Office via MyHSE Services Account:    The pathway is as follows: MyHSE Services Account – Administrative Services – IT Services – Technical support for events – reserve support services for an event. |

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| To organize a coffee break or to order catering, please contact:   * Irina Solomatina – Director, HSE Food Services, Tel.: 8-915-249-62-56 |

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| If you have any questions about available support for an event (simultaneous translation, information signs, presentation items, etc.), please contact HSE University’s Event Organization Office at: <https://event.hse.ru/>. |