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

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

|  |  |
| --- | --- |
| 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)

|  |
| --- |
| 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.  |

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

|  |
| --- |
| 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/>. |