

## SIDE EVENT – BACKGROUND INFORMATION

### ATT CSP10 Informal Preparatory Meeting

16 – 17 May 2024

#### Capacity

There are three (3) conference rooms available at CICG for side events:

- [Room B](#) (108 seats)
- [Room C](#) (108 seats)
- [Room E](#) (60 seats)

Rooms B and C are located on Level 0 (ground floor). Room E is located on Level 3 (3<sup>rd</sup> floor).

#### Food and beverages

Food and drinks are not allowed in CIGG meeting rooms. However, light lunches such as snacks or sandwiches can be served in reserved areas outside meeting rooms that have been already pre-booked. [Catering at CIGG](#) is provided by Eurest (brochure attached).

**Please note:** It is up to the organizers of each side-event to arrange and cover the cost of lunches/snacks for the side event (if desirable). Arrangements should be made directly with Eurest Restaurants: ☎ +41 79 419 13 97 or E: [cicg.sales@eurest.ch](mailto:cicg.sales@eurest.ch). Organizers are advised to do so without delay.

#### Technical equipment

Use of standard audio-visual equipment is charged at CHF 390.- per room.

**Visual:** All Rooms are equipped with a screen and beamer.

**Audio:** All rooms have microphones and headphones at each table.

#### Interpretation

All rooms have interpreter booths.

**Please note:** It is up to the organizers of each side-event to arrange and cover the cost of interpretation if required. Interpretation services that can be arranged directly with:

Congress Service : <https://congress-service.ch/>

Odeka : <http://www.odeka.ch/contact/>

Intercongress : <http://www.intercongress.ch/>

Interprefy: <https://www.interprefy.com/>

Please keep the Secretariat informed if you wish to arrange interpretation services.

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