

SIDE EVENT – BACKGROUND INFORMATION

ATT Working Groups and Second CSP8 Informal Preparatory Meetings

26-29 April 2022

Capacity

There are two (2) conference rooms available at CICG for side events:

- [Room B](#) (214 places, theatre style)
- [Room C](#) (214 places, theatre style)

The room is located on Level 0 (ground 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 +41 79 505 88 95

E: cicg.sales@eurest.ch

Technical equipment

Visual: Both Rooms are equipped with a screen and beamer. Use of technical equipment is charged at CHF 260.- per room.

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

Please note: Organizers should indicate in the *Side Event - Proposal Form* whether or not they would like audio-visual equipment to be made available, and it will be arranged by the ATT Secretariat.

Interpretation

Both 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:

D'Alessandri : <https://www.dalessandri.ch/>

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

Inter Congress : <http://www.intercongress.ch/>

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

Please note that interpretation requires the presence of a sound operator. This will incur an additional charge of at least CHF 300.-

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