|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Enquiry for Events at the International Academic Forum Heidelberg** | | | | | |
| **Title of the conference** | Klicken Sie hier, um Text einzugeben. | | | | **Number of participants:** Klicken Sie hier, um Text einzugeben. |
| **Conference date** | From: Klicken Sie hier, um ein Datum einzugeben. | | | | |
| To: Klicken Sie hier, um ein Datum einzugeben. | | | | |
| **Organizer details** | | | | | |
| Organizer | | | Contact person | | |
| Name | Klicken Sie hier, um Text einzugeben. | | Tel. | Klicken Sie hier, um Text einzugeben. | |
| University/Institute | Klicken Sie hier, um Text einzugeben. | | Fax | Klicken Sie hier, um Text einzugeben. | |
| Address | Klicken Sie hier, um Text einzugeben. | | E-Mail | Klicken Sie hier, um Text einzugeben. | |
| **Other organizer(s)** | | | | | |
| Organizer | | | Contact person | | |
| Name | Klicken Sie hier, um Text einzugeben. | | Tel. | Klicken Sie hier, um Text einzugeben. | |
| University/Institute | Klicken Sie hier, um Text einzugeben. | | Fax | Klicken Sie hier, um Text einzugeben. | |
| Address | Klicken Sie hier, um Text einzugeben. | | E-Mail | Klicken Sie hier, um Text einzugeben. | |
| **Billing address (Please note that when the total bill amount needs to be split between various organizers, an administration fee of € 5,00 will be charged per bill)** | | | | | | |
| Name | | Klicken Sie hier, um Text einzugeben. | Tel. | Klicken Sie hier, um Text einzugeben. | |
| University/Institute | | Klicken Sie hier, um Text einzugeben. | Fax | Klicken Sie hier, um Text einzugeben. | |
| Address | | Klicken Sie hier, um Text einzugeben. | E-Mail | Klicken Sie hier, um Text einzugeben. | |
| **Type of conference** | | | | | |
| Wählen Sie ein Element aus. | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Information about participants** | | | | | |
| **!** | We would like to request you to fill this portion as precisely as possible so that your conference can be integrated into the IWH-Symposium-Program. The topic needs to be interdisciplinary, international and the young scientists should play an active role in the conference. The decision will be made by the director of the IWH. | | | | **!** |
| **Number of participants from Heidelberg University without young scientists (Please name the Institute)** | | | | | |
| Institute or Faculty | | Number of participants | Presentation | | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
| **Number of participants without young scientists** | | | | | |
| Germany (Please name the University and the Institute) | | Number of participants | Presentation | | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
| International participants (Please name the University and the Institute) | | Number of participants | Presentation | | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
|  | |  | Yes | No | |
| **Number of young scientists** | | | | | |
| Place of origin | | Number of participants | Presentation | | |
| Heidelberg | |  | Yes | No | |
| Within Germany | |  | Yes | No | |
| International | |  | Yes | No | |

|  |  |  |
| --- | --- | --- |
| **Poster-Session** | | |
|  | | |
| Should there be a Poster-Session during the conference? | Yes | No |
| How many posters should be on display? |  | |
| Size of Posters (Due to space and system constraints, we recommend A1 posters) | A1  A0  Others: | |
|  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Details of conference (bitte angeben)** | | | | | | |
| Type of conference room | From | To | Begin first day End last day | | Desired  seating | |
| Conference hall (max. 75 P.) | Klicken Sie hier, um ein Datum einzugeben. | Klicken Sie hier, um ein Datum einzugeben. |  | | Wählen Sie ein Element aus. | |
| Workshop room (max. 20 P.) | Klicken Sie hier, um ein Datum einzugeben. | Klicken Sie hier, um ein Datum einzugeben. |  | | Wählen Sie ein Element aus. | |
| **Details of accommodation** | | | | | | |
| **Total number of guests who need accommodation** | | | | **Wählen Sie ein Element aus.** | | |
| Type of room | From | To | Number of nights | | | Number of rooms |
| Single room | Klicken Sie hier, um ein Datum einzugeben. | Klicken Sie hier, um ein Datum einzugeben. |  | | |  |
| Double room | Klicken Sie hier, um ein Datum einzugeben. | Klicken Sie hier, um ein Datum einzugeben. |  | | |  |
| triple occupancy (A3, A4, A7 and A8) | Klicken Sie hier, um ein Datum einzugeben. | Klicken Sie hier, um ein Datum einzugeben. |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Details of catering – Budget can be increased when needed | | | | | |
| Meals | Budget per Person | Drinks (according to consumption) | Date and time  (multiple days possible) | Number of people | Your notes  (allergies, etc.) |
| Lunch Buffet | 16,00 €  18,00 €  20,00 €  25,00 € | Water, Juice and Softdrinks  Beer and Wine  Coffee |  |  |  |
| Dinner Buffet | 16,00 €  18,00 €  20,00 €  25,00 € | Water, Juice and Softdrinks  Beer and Wine  Coffee |  |  |  |
| Reception/Fingerfood   * Pretzel sticks * Sandwiches * Canapes | ab 01,50 €  ab 10,00 €  ab 16,00 € | Water, Juice and Softdrinks  Beer and Wine  Coffee  Sparkling wine |  |  |  |
| Coffee breaks | | | | | |
| Type of break | Budget per Person | Number of Coffee breaks/Fruit baskets | Date and time  (multiple days possible) | Number of people | Your notes  (allergies, etc.) |
| Coffee and Tea as well as Water and Juice   * with biscuits * with cake * with 50 % cake / 50 % fruit * with fruit | 2,90 €  3,90 €  4,10 €  4,20 € |  |  |  |  |
| Fruit basket extra | 1,50 € |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Further information** | | | |
| **Conference equipment** | | | **Fee** |
|  | Projection screen, laptop and projector | | € 0,00 |
|  | Flipcharts | | € 6,00 |
|  | 1 Whiteboard for the conference hall | | € 0,00 |
|  | Whiteboards Workshop room | | € 0,00 |
|  | Poster system with partitions (Rent per day) | | € 60,00 |
|  | Presentation case (Usage charges per day) | | € 10,00 |
| **Conference material** | | **Quantity** | **Fee** |
|  | Conference folder (with pen, city-map, notepad) |  | € 4,00 |
|  | Pen |  | € 1,00 |
|  | USB-Stick with Conference material (Order must be at least 20 pieces) |  | € 7,50 |
|  | Layout Conference material (Please enquire price) |  |  |
|  | Table nameplates |  | € 1,50 |
|  | Nametags with clips |  | € 1,60 |
|  | Nametags with lanyard |  | € 2,00 |
|  | Program (Printing costs per piece)  including one-off Layout costs |  | € 1,00  €95,20 |
|  | Poster (Printing costs per piece) including one-off Layout costs |  | € 1,50  €35,00 |
|  | Bags (Cotton) |  | € 2,00 |
|  | Flower arrangement (according to Budget) |  |  |

|  |
| --- |
| **Information** |
| Please send us a short summary of your conference for our homepage (300 characters). |
|  |