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| **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. |

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| **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 |

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| **Poster-Session** |
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| 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:       |
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| **Details of conference (bitte angeben)** |
| Type of conference room | From | To | Begin first dayEnd last day | Desiredseating |
| 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. |       |       |

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| 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 € |       |       |       |       |

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| **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) |  |       |

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