

Date ………………………………

**CeNT STAFF**

**Form for submitting an event on the premises of CeNT related to the education program and teaching and research activity \***

1. Reporting person (name, surname, contact phone number): ………………………………...
2. Title of the event: ……………………………………………………………………………
3. Date (and hours) of the event: ……………………………………………………………….
4. Aim of the event: …………………………………………………………………………….
5. Institutions / legal entities take part in the event:
6. …………………………………………………………………………………..
7. …………………………………………………………………………………..
8. …………………………………………………………………………………..

6. Space requirements (audytorium, atrium, seminar rooms, etc.):

…………………………………………………………………………………………………...

7. Estimated numer of participants: …………………………………………………………….

8. Requested IT support from CeNT UW, in the scope (it is necessary to check the equipment with a LAN employee in advance):

* sound system, mikes
* slide projector
* pointer / remote control to change presentation slides
* presence of an IT department employee during the event
* others: …………………………………………………………………………………………...

9. Schedule of the event (program as an attachment)

10. Specific information on the number of participants:

Number of people submitting papers: ……………………………...……………………………

Number of people presenting papers from foreign research units: ……………………………...

Number of PhD students snd students participating in the event: ………………………………



List of people including name and surname, university, faculty (attachment)

11. Contact info of the person responsible for the event: ………………………………………………..

12. Participation of the media:

* YES, which ……………………………………………………………………….
* NO

13. Contact details of the catering company (selected by the organizer on their own) and type of catering:

* coffee service
* sandwich service
* buffet (meals)

14. Ohter relevant information: ………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

I, herebly declare that I have been acquainted with:

* internal regulations for booking rooms in the CeNT I building (required)
* with Ordinance No 110 of the Rector of the University of Warsaw of September 12, 2022 on the rules of organization and safety of events (required)

……………………………………………………

Date and signature of the reporting person

 /responsible

*-----------------------------------------------------------------------------------------------------------------------------------------------------*

*To be completed by CeNT UW administration*

**I agree / I disagree organization of the event\***

 ……….……………………………………………

Stamp and signature

Deputy Director of CeNT UW

 for Infrastructure

\* delete as appropriate