**European Athletics Family (VIP) HOTEL**

**European Athletics Office (Room name)**

**This will be required from Monday [week of event] Month 08:00 until Monday [D+1** **after event] Month 12:00 (noon)**

This should be a sufficient size to accommodate 12 people at a time.

* 6-8 tables
* 15 chairs
* 1 laser-printer with drivers (network printer, colour)
* 1 photocopier (high speed with sorter, 25 copies/min.) – this can be shared with LOC
* Strong and reliable Wifi connection or broadband Internet connection in order to connect several computers **(DSL or cable lines).**
* Selection of stationery including:
* 1 stapler / supply of staples
* 1 pair of scissors
* Supply of pens
* 1 roll of sellotape
* Supply of notepads
* 2 packets of plain A4 white paper
* 1 waste paper basket
* Electrical multi plugs & extension leads in enough quantity

**Meeting room (Room name)**

**European Athletics meeting room (approximately 50sqm) from Friday [week of event] Month 08:00 until Monday [D+1 after event] Month 19:00 - U-shape -** Next to European Athletics Office, big enough for 20 persons, strong and reliable Wifi connection or Broadband internet connection, and beamer/screen available.

**At the Course**

**European Athletics Office (room name, location)**

**This will be required from Monday [week of event] Month 09:00 until Sunday [week of event] Month 18:00**

This should be a sufficient size to accommodate 12 people at a time.

* 6-8 tables
* 15 chairs
* 1 laser-printer with drivers (network printer)
* Strong and reliable Wifi connection or broadband Internet connection in order to connect several computers **(DSL or cable lines).**
* Supply of pens
* 2 packets of plain A4 white paper
* 1 waste paper basket
* Electrical multi plugs & extension leads in enough quantity