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|  **Room Booking Form**  |

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| **Contact Details:** |
| Name: Mobile: Email: University:**ID Type:** Hosted Proposal Writing Funded Proposal Writing Other ID (If applicable):  |

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| **Event Details:** |
| Date of Event:Start time: End Time:Number of attendees:**Type of event:** Meeting Seminar / Talk Workshop**Room Layout:** Theater Meeting Style U Shape Desk   |

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| **Event Description:** |
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| **Requirements:**  |
|  BreakNo BreakBeverages (Tea/ Coffee/ Soft drinks) Refreshments: (Tea/ Coffee/ Soft drinks) + Mini Pastries**Source of Payment:**Project budget SmartCI (need to be approved) Other If other ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )**Facilities:** Whiteboard Projector Laptop Monitor Videoconference |

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| **Do you have any other requirements? If yes, please clarify.** For ex: (IT Engineer attendance, printing handouts…, etc.) |

**>> Directions:**

1. This form MUST be submitted by the PI via email: adminoffice@smartci.alexu.edu.eg.