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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 Break  Beverages (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](mailto:admin@smartci.alexu.edu.eg).