



APPLICATION TO HOST A SIDE EVENT

to return to: Euroheat & Power

Fax: +32 2 740 21 19

events@euroheat.org

Organisations interested in hosting a side event must provide the following information no later than **15 January 2019**

Side Event Details

Title of the proposed event _____

Outline the purpose of the event
(max 500 characters incl. spaces) _____

Explain to what extent the event
will be relevant to the Congress
(max 350 characters incl. spaces) _____

Main organiser of the side event
Co-organiser of the side event _____

Indicate the preferred date and
time slot for the proposed event Monday 6th May Tuesday 7th May Wednesday 8th May
Start time: _____ End time: _____ max 4 hours of session

EHP cannot guarantee to allocate the indicated preferred date and time slot to the requesting organisation.

Please indicate the expected number of persons attending: _____ Participants

Will your event be private (my organisation selects who can attend) or public (anyone registered to the EHP Congress can attend)? It is a Private event It is a Public event

All participants are requested to register and pay a participation fee as described on the registration pages of the congress www.ehpcongress.org/registration.

Will the participant fees be charged to you the "side event organiser"? Yes (group discount available) No

If "Yes" the side event organiser must pay and provide the participant list in the excel format provided by EHP by latest 31/03/2019. If "No" each participant is expected to register and pay the registration as per the category the participant belongs to. In case of less than 15 paying participants, the main organiser of the side event will be charged a minimum of 5.000 € (excl. VAT) to cover the operating cost.

Side Event Main Organiser Information

Organisation name _____

Contact person Ms. Mrs. Mr. First- _____ Lastname _____

Phone _____ Fax _____

E-mail _____ Web _____

Street _____

Postal code _____ City _____ Country _____

Billing address *If different from above* _____

VAT number _____

By signing, I confirm that I agree with the terms and conditions, as outlined on <http://www.ehpcongress.org/exhibition/exhibition-terms-conditions> as well as the technical directives of La Cité de Nantes. In any disputes that may arise concerning the execution or interpretation of this contract, both parties agree that they will be subject to Belgian law and that the commercial courts of Brussels will be competent.

Name and function of the authorised individual: _____

Date: _____

Signature: _____
