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**Order Form – Please fill in the proposal and send it back to:**

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<b>Title / Reference of the event:</b>	
<b>Organising society:</b>	
<b>Date of event:</b>	
<b>Number of Participants:</b>	

**Schedule:**

<b>DATE</b>	<b>FROM</b>	<b>TO</b>

**Room request:**

Big Meeting Room (up to 40 persons)

Executive Room (up to 10 persons)

Break out Room (up to 5 persons)

**Set-up style requested:**

Conference style (U-shape)

Auditorium/Theatre style (chairs in rows)

Clusters style (groups of tables)

**Contact Person:**

Name:

Email:

Phone number:

**Special Requests:**

Please note: we kindly ask the organiser of the meeting to provide UEG with the agenda of the meeting and the final number of participants 1week before the meeting at the very latest!