**DEADLINE**

**10 November 2021**

**FORM 06 TECHNICAL WORKSHOP APPLICATION**

**PLEASE RETURN THIS FORM TO**

|  |  |
| --- | --- |
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In order to enable exhibitors to fully participate and to enhance technical exchanges, the organizers can coordinate with the venue to rent conference rooms, including rooms 3M1(A&B), 3M2, 3M3, 3M4, 3M5(A&B), and 3M6.

**Conference Room Specifications and Audience Capacity with different seating arrangements:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Room Number** | **Area**  **(sqm)** | **Height**  **(m)** | **Theater Style** | **Desk Style** | **U-shape Style** | **Reception (no seats)** | **Director Style** | **Banquet**  **(table)** |
| **3M1** | 224 | 3 | 225 | 135 | 63 | 243 | 78 | 12 |
| **3M1A/3M1B** | 112 | 3 | 112 | 67 | 39 | 121 | 48 | 6 |
| **3M2** | 96 | 3 | 106 | 64 | 36 | 115 | 42 | 6 |
| **3M3** | 148 | 3 | 192 | 115 | 33 | 207 | 36 | 10 |
| **3M4** | 76 | 3 | Sofas | | | | | |
| **3M5** | 225 | 3 | 247 | 148 | 63 | 267 | 78 | 13 |
| **3M5A/3M5B** | 112.5 | 3 | 125 | 75 | 39 | 135 | 48 | 7 |
| **3M6** | 76 | 3 | 67 | 40 | 24 | 72 | 30 | 3 |

*\*Meeting Room Standard Equipment: tables and chairs as required; microphones; mineral water.*

**Conference Room Rental Fee (RMB):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **3M1** | **3M1A/B** | **3M2** | **3M3** | **3M4** | **3M5** | **3M5A/B** | **3M6** |
| *Morning / Afternoon* | 9,600 | 4,800 | 3,600 | 4,800 | 1,800 | 9,600 | 4,800 | 2,400 |
| *All Day / Evening* | 19,200 | 9,600 | 7,200 | 9,600 | 3,600 | 19,200 | 9,600 | 4,800 |
| *Fee Per Extra Hour* | 2,400 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |

**Conference Room Application Form:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Session Theme (Chinese) | |  | | |
| Session Theme (English) | |  | | |
| Speaker Name |  | | Preferred Time |  |
| Job Title |  | | Preferred Room |  |

*Please Note: All applications will be based on the principle of "first booked, first selected".*