

SIDE EVENT – BACKGROUND INFORMATION

ATT CSP10 Working Group Meetings

20 – 23 February 2024

Capacity

There are three (3) conference rooms available at CICG for side events:

- [Room C](#) (108 seats)
- [Room E](#) (60 seats)
- [Room F](#) (60 seats)

Room C is located on Level 0 (ground floor). Rooms E and F are located on Level 3 (3rd floor).

Food and beverages

Food and drinks are not allowed in CICG meeting rooms. However, light lunches such as snacks or sandwiches can be served in reserved areas outside meeting rooms that have been already pre-booked. [Catering at CICG](#) is provided by Eurest (brochure attached).

Please note: It is up to the organizers of each side-event to arrange and cover the cost of lunches/snacks for the side event (if desirable). Arrangements should be made directly with Eurest Restaurants: ☎ +41 79 419 13 97 or E: cicg.sales@eurest.ch. Organizers are advised to do so without delay.

Technical equipment

Use of audio-visual equipment is charged at CHF 260.- per room.

Visual: All Rooms are equipped with a screen and beamer.

Audio: All rooms have microphones and headphones at each table.

Please note: Organizers should indicate in the *Side Event - Proposal Form* whether or not they would like audio-visual equipment to be made available, and it will be arranged by the ATT Secretariat.

Interpretation

All rooms have interpreter booths.

Please note: It is up to the organizers of each side-event to arrange and cover the cost of interpretation if required. Interpretation services that can be arranged directly with:

Congress Service : <https://congress-service.ch/>

Odeka : <http://www.odeka.ch/contact/>

Intercongress : <http://www.intercongress.ch/>

Interprefy: <https://www.interprefy.com/>

Please note that interpretation requires the presence of a sound operator. This will incur an additional charge of at least CHF 300.-

Please keep the Secretariat informed if you wish to arrange interpretation services.
