



Seminar Planning Form for 2008 World Water Week

Please complete and return form by fax +46 8 522 13961 or email rosanna.ricciuti@siwi.org as soon as possible and no later than **Monday 2 June, 2008**.

Contact details

Name:

Organisation:

Seminar ID Number (please check confirmation letter):

Complimentary Registration Details

One (1) representative is entitled to complimentary registration as part of the seminar fee. This one representative should be chosen between the co-convening organisations. Included is free registration for the week, lunches and an invitation to the World Water Week Dinner on Wednesday August 20.

Full name of nominated representative:

Title of person (i.e. Mr., Mrs., Ms., Dr., Prof., etc.):

Address street number/PO Box:

City:

Postal/zip code:

Country:

Telephone:

Email:

Media Contact Details

This media/marketing/communication contact(s) at your organisation will be used by SIWI's Communication Department for the World Water Week promotional activities and Press Kit.

Contact name 1:

Email:

Telephone:

Contact name 2:

Email:

Telephone:

Seating Arrangements

For seating arrangements you have the following options:

- Standard cinema seating – maximum capacity
- Roundtable seating – restricted availability and additional cost
- Boardtable seating – restricted availability and additional cost



Other – please specify:

Technical equipment (included)

All rooms are equipped with the following at no cost:

- PC (laptop)
- Powerpoint projector
- Internet connection
- Overhead projector (OHP)
- 1 flipchart or whiteboard
- Stage with six chairs and 2 wired microphones
- 1 speaker's rostrum (depending on room)
- 1 or 2 wireless microphones for audience

Technical equipment (additional cost)

If you wish to book additional equipment please specify below. An invoice for additional equipment will be sent following the week or can be paid directly at the registration desk during the week.

Please note that costs exclude 25% Value Added Tax (VAT).

Number	Item	
	Hands free Microphone (moderator)	SEK 570 each
	Poster screens (1x2m) for hanging posters*	SEK 445 each
added		Costs to be
		Costs to be
added		Costs to be
		Costs to be
added		Costs to be

*If you would like to hang posters in the room during the seminar, you must order poster screens. Posters cannot be hung on the walls of the conference rooms.

Terms of payment

An invoice for the seminar fee will be sent in June. Other costs for room fee and technical equipment will be invoiced directly after the WWW, or you have the option of making the payment during the conference at the registration desk. The price per room depends on availability in the conference venue and your requirements and needs.



Please fill in the form and fax or email as soon as possible and no later than **Monday 2 June, 2008**.

For any questions please contact:

Rosanna Ricciuti: e-mail: rosanna.ricciuti@siwi.org, phone: +46 8 522 139 98, fax: +46 8 522 139 61