

IPXP ROOM BOOKING FORM

This is only for DG IPOL or DG EXPO meetings (committees, delegations, assemblies, other organs, staff ...).
Other DGs should contact their own services; MEP should contact their group secretariats.

Requesting Unit

☐ Comm. ☐ Del. ☐ Other

Requesters

AST
AD

Date From

Duration

Week To

Place

☐ BRU ☐ STR

Get a faster confirmation! If you specify a duration, we will book a meeting with the desired duration within the 'from-to' timeslot (example "1:00 between 14:00 and 17:30"). The more flexibility, the better!

Type of meeting

Number of seats

MEP

Externals

EP staff

Total

External to the EP (not staff from other DGs or political groups).

Title

Additional information

- ☐ Display (meeting will appear on displays in EP buildings and Europarl website)
☐ Calendar (meeting will appear on EP calendar on Intranet / eCommittee)
☐ Drinks ⇒ for drinks in meetings without MEPs, contact DG INLO
☐ Public allowed
☐ In Camera (meeting behind closed doors)
☐ Joint meeting ⇒ other comm./del.:
☐ Joint committee meeting under "Rule 55"? ☐ Yes ☐ No

EU languages

	FR	DE	IT	NL	EN	DA	EL	ES	PT	FI	SV	CS	ET	HU	LT	LV	MT	PL	SK	SL	BG	RO	HR
no	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A+P	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Non EU languages

1 2 3 4 5

Interpretation during whole meeting?

☐ Yes ☐ No

slot 1 From To slot 2 From To Total

Technical options:

- ☐ Projection / Electronic Display ⇒ also contact technical services
☐ Audio Recording
☐ Electronic Voting Equipment
☐ I VT ef dV8_ [Y X5U [fk ⇒ also contact Editorial Unit
☐ Videoconference ⇒ also contact technical services
☐ Room needed in ☐ Yes ☐ No

Remarks

VIP / Security

External participants to be welcomed by EP Protocol Services? ☐ Yes ☐ No

Event likely to have security implications? ☐ Yes ☐ No

☐ This request replaces a previous request for which there is no Pericles booking yet.

⇒ The previous request was sent on at (for week)

SUBMIT

to IPXP Calendar Unit

SAVE

for personal archive

RESET

clear all fields

PRINT

is it necessary?