



Portfolio

The Campus Facilities for your Event

Facilities

- 1- Audimax
- 2- Lecture and Meeting Halls
- 3- Forum or Exhibition Hall
- 4- Outdoor Facilities



**Campus Map
Ground Floor**

25.09.2013

0. General Information

- All meeting halls / rooms have independent climate control.
- Flip charts and white boards available upon request.
- All meeting halls/rooms high availability period between the months of April to September.
- Rates vary for all conference / meeting halls and rooms.
- The outdoor court yard facilities are available to rent for special events; open air exhibition, gala dinner and receptions, up to 400 guests.
- Campus restaurant takes up to 96 seated guests.
- Catering provider available on campus.

Cancellation conditions

- Until 2 weeks before starting the event: no charge
- 2 weeks until 48h before starting the event: 50% of the calculated amount
- More less than 48h before starting the event: 100% of the calculated charge

1. Audimax



The Auditorium Maximum (Latin largest lecture hall or Aula Magna; short lecture hall) is usually the largest and most representative of a university lecture hall. In the lecture hall find large lectures, but also hard-or other major events place.

Venue Information

Capacity

- 392 seats (theater chairs)
- Independent reception and foyer located on the ground floor
- Audimax stage 8m x 2.4m x 0.72 m
- 5 seat podium with audio/visual presentation and instant translation facility
- 1 main podium (single speaker) with audio/visual presentation facility

Control Room Facilities

- Audio and visual presentation controls
- Light controls
- Microphone controls for interactive discussions

Translator Rooms

- 2 translator rooms
- instant translation for up to 2 languages, available for 39 seats
- 45 ear phones

Microphones

- Central 39 chairs on the 1st, 2nd and 3rd row, each is equipped with interactive microphones
- 4th row onwards, are equipped with one mic for every 2 chairs
- 2 wireless microphones

Projector

- With a drop down screen 6.10m x 6.10m
- 2-3 split screen windows system available

Camera

- 3 camera in hall scan movement (pan- tilt- zoom) for capturing and showing single speakers at screen
- Video conference possible

Internet

- Wi-Fi
- Cable (one connection on single podium)

2. Lecture and Meeting Halls



Modern, well equipped 6 halls for up to 50 guests, located on the ground floor. Every two Halls are equipped with flexible divider walls to take up to 120 guests. Audio / visual presentation facility available for 5 halls, and audio only for others.

Lecture Halls - Seating capacity

Seating style	Capacity
Theater/class room style	50/60 guests
U-shape	18/20 guests

Meeting Halls - Seating Capacity

Venue	Equipment	Seating style	capacity
5 meeting rooms	Audio/visual presentation	Theater style	20-25 guests
6 meeting rooms	Not equipped	Theater style	20-25 guests
26 small meeting rooms	Not equipped	Meeting tables	8-10 guests

3. Forum or Exhibition Hall



The ecstatic modern design and layout of the Forum makes it ideal for social events / exhibitions/ galleries and music recitals, located on the ground floor with independent reception desk and 2 small office rooms.

In addition to a divider wall to make up a spacious meeting room, this venue varies in capacity depending on the event concept.

4. Outdoor Facilities



The Campus building design includes three open air areas, with refreshing landscape design and water feature that give to each space its unique stress free atmosphere.

The main event court is equipped with shading structure to cover during the day that court can take up to 150 - 200 guests. Other courts vary in capacity between 100- 150 guests depending on the event setup.

5. Event Rules and Regulations

The following regulations are enforced during all events. **It is the responsibility of the event organizer to inform the attendees, exhibitors and service contractors of these regulations.**

• Smoking on Campus El Gouna

o Campus El Gouna indoor facilities are designated smoke free spaces. Smoking is not permitted in any indoor area including walkways.

• Hanging of any type of signage, displays is strictly prohibited. Decorations, signs, banner, etc., may not be taped, nailed, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns without prior written approval by facility management. No adhesive-backed (stick-on) decals, advertisements or similar items may be distributed or used at the facility. Items found hanging on prohibited structures will be removed at event organizer expense.

• No lighter - than - air (helium, etc.) balloons are permitted in any building. It is a violation to release lighter-than-air balloons into the atmosphere.

• All items, carpet / tape applied by exhibitors, organizers or their contract representatives will be removed by same immediately following the event.

• Event set-up and preparation on Campus El Gouna

• Setup dates and schedule must be agreed upon between the working hours (9:00am 5:00pm maximum), any over time will be charged to the event organizer.

• Hanging of any type of signage, displays is strictly prohibited. Decorations, signs, banner, etc., may not be taped, nailed, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns without prior written approval by facility management. No adhesive-backed (stick-on) decals, advertisements or similar items may be distributed or used at the facility. Items found hanging on prohibited structures will be removed at owner's expense.

• No door shall be blocked in any manner.

• Audimax technical facilities administration and application

o Control Room requires 48 hours testing and preparation with the event organizers before any event. Preparation schedule must be agreed upon in advance, and during working hours (9:00 am to 5:00pm), any over time will be charged to the event organizer.

o Should there be multiple presentations and interactive Audio/Visual used during the event then 72 Hours before is advised.

o Preparations dates can be agreed upon in case of consecutive events schedule.

• **El Gouna security permits**

o A list of names (Supervisors, labor and drivers) with ID numbers and vehicle licenses should be submitted to enter and exit El Gouna (2 days prior to event start date).

o A list of equipment or machinery should be submitted to enter and exit El Gouna (2 days prior to event start date).

o No carpentry work or fresh paint and could be executed on campus events venues. A designated area could be arranged with prior approval from facility management.

• **Food and Beverage**

o No food or beverage is permitted inside the AudiMax and other campus events venues. It is only served and consumed in the designated areas for the events.

o No food or beverage can be served or catered for the organization or their exhibitors from outside suppliers without the prior written approval from facility management.

o No alcoholic beverages are allowed at the facility without prior approval from facility management.

• No furniture shall be removed and shall not be moved within the various conference facilities without facility management approval.

• No motorized vehicles may be parked outside the main entrance, or any other area. There is a designated parking space. All VIP vehicles, must park after drop off at the designated campus parking.

• No group or individual may sell items on the property without prior written approval of the facility management.

• No show materials, equipment, or printed materials shall be stored in any facility without prior written approval from facility management.

I accept all terms and conditions of Campus El Gouna – TU Berlin

Name:

Date:

Signature:

Time:
