

**Application form for events at
TU Berlin – Campus El Gouna**



TU Berlin Campus El Gouna facilities are designed to host events, conferences, workshops and other activities taking place in El Gouna. If interested, please fill out the form below and send to tubcg@elgouna.com. We will contact you as soon as possible to confirm campus availability. Please note that costs of operation, security, fire protection and other charges may incur.

General information about event	
Organizer: <i>(Institution/ Dept.)</i>	
Start & end date: <i>(TT.MM.JJJ)</i>	
Title:	
Type of event: <i>(Workshop, Seminar, Symposium, Summer school, Continuing education course...)</i>	
Short description (max. 250 characters):	
Target group:	
No. of expected participants:	
Nationalities:	
How did you know about TU Berlin Campus El Gouna?	

Financing	
Source of funding: <i>(Funding entity at third-party-funds-project)</i>	

Contact person

Name of person in charge:	
Contact details: <i>(Phone, e-mail)</i>	
Department/Team:	
Other contact if available: <i>(Name, phone, e-mail)</i>	

Facility requirements

According to your agenda / event program and no. of participants , please advise us with the below needed info:

#	<i>No. of needed breakout rooms</i>	<i>No. of people in each breakout room (400 pax – 130 pax - 60 pax -25 pax -10 pax)</i>	<i>Needed setup for each breakout room (Theater style – class room style – U shape style)</i>	No. of days	Frame time (from –to)	Further equipment? <i>(e.g. flipcharts, audio/video equipment, translation system etc.)</i>
1						
2						
3						
4						

Catering service (e.g. coffee break, lunch, dinner etc.)

<i>No. of coffee breaks</i> <i>No. of people</i> <i>No. of days</i>	
<i>Lunch/dinner</i> <i>No. of people</i> <i>Date / frame time</i>	

**For security permits,
please identify any
material or equipment
entering El Gouna:**

Type of material:

Description:

Quantity:

Purpose:

Date of entrance:

Date of exit:

Driver's name:

Driver's ID:

Car's plate