Please email to Denise Robberts at Denise.Robberts@mrc.ac.za

<table>
<thead>
<tr>
<th>Contact Person</th>
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<tr>
<td>Organisation</td>
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<tr>
<td>Name of Unit (SAMRC only)</td>
<td>Work Tel.</td>
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<tr>
<td>Email Address</td>
<td>Mobile No.</td>
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### EVENT INFORMATION

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Date of Event</th>
<th>Number of delegates (PAX)</th>
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</table>
**Conference Centre Booking Form:**

**Event Requirements**

Tick as per your requirements. If yes, please provide any relevant information.

- **Day Conference package** (includes venue hire, 3 teas and lunch)
- **Venue hire only**

**Venue layout**

- U-shape
- Cinema Style
- Boardroom Style
- Classroom
- Cabaret
- Banquet Rounds

**Equipment**

- Flip chart and pens
- AV Technician
- Whiteboard and pens
- PA System
- Laptop
- Printer
- Data projector
- Podium/Top table
- Standing microphone
- Roving microphone
- Lapel microphone
- Notepads and pens

**Table refreshments**

- Water – jug
- Water – bottled
- Mints
- Other:

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