

Appendix D. IUFRO Business Sessions Booking Form



To assist with arrangements for business sessions, please complete and return this form with details of your meeting by 15 April 2014 to:

IUFRO HEADQUARTERS Ms. Astrid Tippel
Email: tippel@iufro.org
Facsimile: +43-1-877 0151 50
Postal: Marxergasse 2, 1030 Vienna, Austria

To assist with planning we would appreciate as much detail regarding your proposed meeting. Please note, meeting rooms will be provided free of charge. Any costs for audiovisual (in addition to standard room setup) will be the responsibility of the organizer.

Sessions will be held on Monday 6 October and Tuesday 7 October over the lunch break from 12:00 to 13:30 (two, 40-minute blocks) and also on the evening Tuesday 7 October from 19:00 to 20:30 (two, 40-minute blocks). If additional time beyond 40 minutes is needed, please indicate that in your request, we may be able to accommodate a few 1.5 hours sessions.

Requests are accepted on a first come, first serve basis.

Unit (Research Group, Working Party, Task Force Name or Number)

Unit Coordinator Name _____

Position _____

Organization _____

Phone _____ **Fax** _____ **Email** _____

Street Address _____

City _____ **State** _____ **Zip** _____

Preferred Date & Time

First Choice Mon 6 Oct : 12:00 – 12:40 12:50 – 13:30
 Tues 7 Oct : 12:00 – 12:40 12:50 – 13:30 19:00 – 19:40 19:50 – 20:30

Second Choice Mon 6 Oct : 12:00 – 12:40 12:50 – 13:30
 Tues 7 Oct : 12:00 – 12:40 12:50 – 13:30 19:00 – 19:40 19:50 – 20:30

Estimated Number of Participants _____

Other Needs or Special Requests _____

