



talenthouse

PLAN INTEGRAL DE ACOGIDA DEL CONOCIMIENTO
JAKINTZARI HARRERA EGITEKO PLAN INTEGRALA
INTEGRATED KNOWLEDGE HOSTING PLAN

APPLICATION FORM

APPLICATION N° (To be completed by Talent House)

General information

Application date

Contact person's details

Contact telephone nº E-mail

Organisation to which you belong

Organisation address

Activity details

Date of event Time of event Total hours

Activity to be carried out (Activity name and description):

Venue reservation

Which room/s do you wish to reserve?

- Conference room (80 people)
- Workspace A (10 people) (the two rooms can be joined together to make one big enough for 20 people)
- Workspace B (10 people) (the two rooms can be joined together to make one big enough for 20 people)
- Videoconference room (5 people)
- Multi-purpose room
- Meeting point
- Terrace

Technical requirements

Resources that you may need: (Nº of computers, projector, whiteboard...)

CONFERENCE ROOM

In situ audiovisual technical assistance service

Translation system (specify languages)

Loudspeakers

Audiovisual projection

Digital whiteboard

Backup laptop

Video conference system

Internet connectivity

Others (specify)

WORKSPACES

Audiovisual projection

Whiteboard

Backup laptop

Internet connectivity

Others (specify)

VIDEOCONFERENCE ROOM

Audiovisual projection

Whiteboard

Backup laptop

Video conference system

Internet connectivity

Others (specify)

Detail the material that you will bring with you:

Additional technical requirements

Other services that you are going to require (check availability)

Catering service

Decoration service (flowers...)

Additional signage

Audience control (hostesses)

Others (specify)

Invoicing details

Trade name and address

Tax code

Invoice item

Dispatch details

Method of Payment: Bank transfer to account n°: 2101-0381-08-0011386299

Contact person Telephone n° Email

OBSERVATIONS:

I hereby authorise Fomento de San Sebastián to use the information I included in this form and use it to process my request and provide the service accordingly. Fomento de San Sebastián shall always act as an intermediary and coordinator in the provision of services and shall not therefore be held liable for disagreements between the applicant and third parties. The data included in this form shall be handled automatically, in compliance with Law 15/1999, on Personal Data Protection. The rights to access, rectify, cancel and oppose personal data can be exercised by writing to the address mentioned above.