



BVI International Arbitration Centre Booking Check List

This document presents options to select from in order to organize your booking.

Once you have made a selection, please contact us to discuss further and finalize. BOOKING@BVIAC.ORG

Client Contact Details (* required)

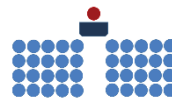
Company*:	
Title:	
First Name*:	
Last Name*:	
Telephone:	
Mobile*:	
Email*:	

Event Information (* required)

Event & Room Set-up




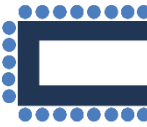



Name of Event*:	
Type of Event:	
Date of Event:	
Event Times*:	
Planned number of Delegates*:	
Layout of Main Room*	

Auditorium Style?



Banquet Style?



Cabaret?		
Court Style?		
Cocktail?		
U-Shape Style?		
Hollow Square Style?		
Classroom Style?		
Conference Style?		

Do you need a stage?	
If you need a stage: how many people do you expect to be on stage (Max number during event)	
Do you need a staff/store room?	
If you need a staff/store room, how many people would use it?	
Catering	
Breakfast	

Snack		
Lunch	Buffet	
	Seated	
Tea		
Dinner	Buffet	
	Seated	

Brief description of catering requirements: e.g. light refreshments & biscuits throughout the event, in room catering, or additional separate room, etc.

Technology	
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Large Screen Projection	
Audio conferencing	
Video conferencing	
Local calls	
International Calls	
Video recording	
Audio recording	
Special Lighting	
Microphones	
	Handheld microphones
	Gooseneck microphones
	Lavalier microphone (lapels)
	Headworn microphones

Briefly describe how many microphones of each type you would expect to require:

Wide Screen TV	
Printing, Copying and scanning	
Extension Cables	
TV with DVD Player	
Translation	
Décor, Entertainment & miscellaneous	
Flower Arrangements	
Bartender, waiters	
Tables Covers	
Table Bar/ Food Station	
Table linen	
Live entertainment	
Photography	
Security	
Stationery requirement	
White Boards	
Flipcharts	
Writing Pads	
Writing equipment	
Folders / binders	
Additional Information	