**Template of a request for a permission to organize a professional event in the IOCB premises[[1]](#endnote-1)**

|  |  |
| --- | --- |
| Event name and description |  |
| Dates and times (or program outline) |  |
| Main organizer (name, email, phone number) |  |
| Premises needed for the event[[2]](#endnote-2)  |  |
| Number of participants - employees |  |
| Number of external participants |  |

|  |  |
| --- | --- |
| TEA comments (operational and economic measures) – Karel Šobíšek |  |
| ITS comments (access control system, AV technology) – Jiří Polách |  |
| Debated by IOCB management  |  |
| Director’s comments |  |

1. Extend the fields or attach extra sheets as needed. [↑](#endnote-ref-1)
2. Seminar rooms, halls, meeting rooms, corridors, staircases etc. If any of these premises are not to be used throughout the whole event, please specify the dates and times. [↑](#endnote-ref-2)