# Conference Organization FormPlease complete all sections below with the information you already know. Once submitted, the **‘Centro de Ciencias de Benasque Pedro Pascual’** **(CCBPP)** will review your request and get back to you as soon as possible to confirm date availability and provide a final cost estimation.

## 1. Contact Information

**Contact Name:**
**Email Address:**
**Phone Number:**

## 2. Conference

## Title of the conference: Organizers (affiliations):Proposed Dates:Expected total participants:  Thematic of the Conference:*\* Please provide a brief description of the scientific/programmatic focus, target audience, and any key themes*3. Funding

Will you have external sponsors or funding sources? ☐ Yes ☐ No

Should **CCBPP** handle invoicing and payments on behalf of your sponsors? ☐ Yes ☐ No

**4. Services**

Below it is the list of services included in our standard package. Please review and confirm acceptance:

1. Web-page and online support
2. Admin support
3. Accommodation booking management1
4. Facilities rental
5. Onsite technical support
6. Secretariat support
7. One Bus Barcelona - Benasque
8. One Bus Benasque - Barcelona

9. One coffee break per day with pastries
10. One welcome reception at the Science Center (buffet dinner)

The standard price for all the services described for a

(1) one week conference is: **350€ / person**2 (2) two weeks conference is: **450€ / person**2Do you accept the basic package as listed above?: ☐ Yes ☐ No

*1 All booking must be paid by the guest although it may be reimbursed by the CCBPP if required by the organizers
2 The price is negotiable according to the circumstances*

## 5. Extra Services

Please indicate which additional services you wish to contract (prices listed separately):

☐ Organization of a group dinner in a restaurant
☐ Extra welcome reception at the Science Center
☐ Extra coffee breaks with pastries
☐ Extra coffee breaks without pastries
☐ Extra transport (taxis / buses)
☐ Group hike (or other social activity) organization

**5. Other comments**
*Please write down any other comment or suggestion not included in this form*

Thank you for your submission. As soon as possible, the **CCBPP** management will contact you to confirm whether your requested dates are available and to provide an estimate of the final cost.