

Terms and Conditions

Openlab conference facilities

Booking

- Bookings should be done through the website <http://openlabsthlm.se/services/bookings/>
- Your booking needs to be done 48 hours before requested time
- Your booking is not valid until you get a confirmation-email
- For special arrangements, contact the Conference Host
- Booking is only possible for whole hours, half day and full day
- Booking after 17:00 requires confirmation from Conference Host
- All prices excluding VAT

Conference Facilities

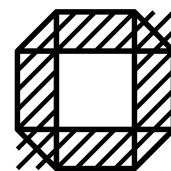
Access to catering by Opencafé, WiFi, wardrobe for 100 people. Openlab conference facilities are accessible for people with disabilities.

Multi purpose hall

- Price 1500 kr/h
- Discounts:
 - o Full day - 2050 kr
 - o Half day - 300 kr
- Room setup:
 - o Default set-up: Theatre style, up to 80 chairs
 - o 2 whiteboards on carts
 - o Room setup for group work, workshops etc. can be done upon request
- Audio-video equipment/voice amplification
 - o Projector with VGA and HDMI connection, video and audio
 - o 2 hand microphones
 - o 3 head microphones
 - o Hearing loop

Conference room

- Price: 900 kr/h
- Discounts:
 - o Full day -1250 kr
 - o Half day -400 kr
- Room setup:
 - o 13 rocking chairs around big table
 - o Whiteboard on wall
- Audio-video equipment/voice amplification
 - o Projector with VGA and HDMI connection



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Workshop room 2

- Price: 650 kr/h
- Discounts:
 - o Full day - 800 kr
 - o Half day - 375 kr
- Whiteboard on wall
- Up to 10 people

Workshop room 3

- Price 400 kr/h
- Discounts:
 - o Full day - 700 kr
 - o Half day - 300 kr
- Whiteboard on wall
- Up to 8 people

Workshop room 4

- Price 650 kr/h
- Full day discount 800 kr
- Half day discount 375 kr
- Whiteboard on wall
- Up to 10 people

Workshop room 5

- Price 650 kr/h
- Discounts:
 - o Full day - 800 kr
 - o Half day - 375 kr
- Whiteboard on wall
- Up to 10 people

Whole conference facility

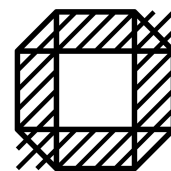
- Price 30 000 kr full day
- Price 16 000 kr full day

Special discounts

- Partners discount: 20 % on total price per event for Founding Partners
- Member discount: 20 % on total price per event for co-working space members
- Full day (minimum 8 hrs) discount: See separate room
- Half day (minimum 4 hrs) discount: See separate room

Billing

Invoice from "KTH fakturaservice" will be sent at the end of the month of the booking.



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Cancellation

Cancellation of bookings needs to be done 2 weeks before booked date, for any of the facilities. Bookings canceled later than 2 weeks in advance are billed full price. For cancellation contact Conference Host, cancellations are valid when confirmed.

Additional fee

If the room left in such a state that extra cleaning is required you will be charged with an additional fee of 700 kr

Leave the room as you found it:

- Clean up workshop material, notebooks, post-its, papers, etc.
- Take away table ware that does not come from Opencafé
- Make sure that the furniture and equipment that belongs to the room is in place

Catering

Catering of food, beverages and refreshments is provided through Open Café. (Food and drinks may not be brought to the facilities)

Workshop material

Included in the booking, if requested and confirmed:

- Whiteboard
- Post-its
- Pens/pencils
- Flipover
- Table projector

Security

Emergency: call 112

KTH emergency number: 08-790 77 00

Contact

Conference Host, **Louice Persson**,

Mail: louicep@kth.se

Phone: 0702 463520

Conference Host, **Ida Niskanen**

Phone: 0729463518

Opencafé Catering, **Emma Townsley**

Mail: emma@opencafe.se

Phone: 0760 648752