

ROOM DESCRIPTION

Name, seating capacity, location, audio-visual, catering capacity for coffee breaks

Guidelines: Identify in which room your event has been allocated¹. Distinguish between seating capacity (fixed) and the maximum capacity (when possible) for serving Coffee breaks. Please note that not all rooms are suitable for catering. Certain rooms are not equipped with standard Audio-visual equipment (screen, beamer, laptop, microphone) and this might have to be arranged separately at own additional costs.

Name of Room	Seating Capacity ^o (theater)	Floor	Screen Size (m)	Beamer (lumens)	Audio-visual
Auditorium	3200	P-1	30 x 10	18,000	Standard XL
Auditorium Foyer	No seating	P-1	None	None	None
Plenary B	1000	P0	6 x 4,50 (2 screens)	9,000	Standard L
Conservation Cinema	250	P0	6 x 4,50	9,000	Standard M
117	700	P1	8 x 5	9,000	Standard M
116	325	P1	5,30 x 3,75	9,000	Standard M
115	325	P1	5,30 x 3,75	9,000	Standard M
114 Knowledge Café	130	P1	None	None	None
113 UNDP Poble	125	P1	5,30 x 3,75	9,000	Standard M
111 Media Conference Room	150	P1	5,30 x 3,75	9,000	Special
118 to 134 (except 134 - round tables for 50)	65 (50 for 134)	P1	3 x 2,40	4,500	Standard S
211-212	1000	P2	6 x 5	9,000	Standard L

Catering usable surface in m ²	Coffee Break capacity (pax)
not possible	not possible
377	300
not possible	not possible
246	200
160	140
not possible	not possible
55	50
140	120
80	70
not possible	not possible
Only coffee break / sit-down service	65
300	280



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Description Standard Equipment	
Standard S	1 screen, 1 beamer, 1 wireless micro for Q&A and 1 flipchart; NO raised podium but 1 headtable with 4 chairs & 2 micros, 1 wireless tie microphone for speaker, 1 laser pointer and NO lectern
Standard M	1 screen, 1 beamer, 6 wireless micros for Q&A and 1 flipchart (only in room 115-116); 1 raised 20 cm podium with 1 headtable with 6 chairs & 3 micros, 1 wireless tie microphone for speaker, 1 laser pointer and 1 lectern
Standard L	1 screen (Plenary B/211-212, 2 screens), 1 beamer (Plenary B/211-212, 2 beamers), 10 wireless micros for Q&A; 1 raised 40 cm podium with 1 headtable with 6 chairs & 3 micros, 1 wireless tie microphone for speaker, 1 laser pointer and 1 lectern
Standard XL	1 screen, 2 beamers, 20 wireless micros for Q&A; 1 permanent professional stage with 1 headtable with 6 chairs & 3 micros, 1 wireless tie microphone for speaker, 1 laser pointer and 1 lectern

Meetings	set up	service	dismantling	
09:30 to 11:00	09:00-09:30	09:30-11:00	11:00-11:30	Simultaneous dismantle & set-up
11:30 to 13:00	11:00-11:30	11:30-13:00	13:00-13:30	
13:00 to 14:30	Reception (cf. other schedule)			
14:30 to 16:00	14:00-14:30	14:30-16:00	16:00-16:30	Simultaneous dismantle & set-up
16:30 to 18:00	16:00-16:30	16:30-18:00	18:00-18:30	Simultaneous dismantle & set-up
18:30 to 20:00	18:00-18:30	18:30-20:00	20:00-20:30	Simultaneous dismantle & set-up
20:30 to 22:00	Receptions & Social Events (cf. other schedule)			

Reception/Social Event	set up	service	dismantling
13:00 to 14:30	13:00-13:30	13:30-14:00	14:00-14:30
20:30 to 22:00	20:00-20:30	20:30-21:30	21:30-22:00

¹ IUCN and/or the Congress Venue (CCIB) and/or the Local Professional Congress Organizer (Grupo Pacifico) reserve all rights to make changes to the allocated space in term of dating, timing and size, the layout of allocated space and description of standard equipment included without incurring any responsibility and/or being liable for compensation to the individual event organizer. Any variation in the allocation of space will be communicated to the individual event organizer in writing.

^o IUCN and/or the Congress Venue (CCIB) and/or the local Professional Congress Organizer (Grupo Pacifico) reserve all rights to make changes to the maximum seating capacity which is dependent of the final technical requirements of various events taking place one after the other and approval of fire & security of the Congress Venue (CCIB) and local authorities.

Subject to change upon writing notice (version as of 1 September 2008)