

## May 5 – 7, 2014 South Asia Regional Border Enforcement

Day	Room	Room Name	Set up	Equipment
<b>Sunday - May 4, 2014</b>				
	<b>Sleeping Rooms</b>		<b>26 Sleeping Rooms</b>	
	Secretariat Room		Must be a private lockable room that accomodates 12 people with 24 hour access. -	*Phone Line for Phone *Laser Printer Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate  <span style="float: right;">*6</span>
<b>Monday - May 05, 2014</b>				
	<b>Sleeping Rooms</b>		<b>26 Sleeping Rooms</b>	
	Registration Desk		Two Tables set up outside meeting room with four chairs.	
	Secretariat Room (Complimentary)		Must be a private lockable room that accomodates 12 people with 24 hour access. -	*Phone Line for Phone *Laser Printer Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate  <span style="float: right;">*6</span>
	Meeting Room		Classroom for 40 - 2 People per table - Room must be available from 6 am - 7 pm - Place 2 tables outside the room for materials to be displayed.	FULL DAY EXECUTIVE MEETING PACKAGE *2 Coffee Breaks *One Daily Business Lunch(separate Room) *Writing Pads & Pencils *Cold Water *Mints *Standard microphones (Rostrum with Mic) *1 Whiteboard with markers or 1 flipchart *1 Microphones per table of 2 people *4 mics for panel discussion *1 wired connection for Internet to Podium *Laptop and LCD Projector (complimentary) *1 Wireless Lapel Microphone *Translation Booth and equipment
	Lunch Room		Rounds for 40	*2 double sided buffets
<b>Tuesday - May 06, 2014</b>				
	<b>Sleeping Rooms</b>		<b>26 Sleeping Rooms</b>	
	Registration Desk		Two Tables set up outside meeting room with four chairs.	

	Secretariat Room (Complimentary)		Must be a private lockable room that accomodates 12 people with 24 hour access. -	*Phone Line for Phone *Laser Printer Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate  *6
	Meeting Room		Classroom for 40 - 2 People per table - Room must be available from 6 am - 7 pm - Place 2 tables outside the room for materials to be displayed.	FULL DAY EXECUTIVE MEETING PACKAGE *2 Coffee Breaks *One Daily Business Lunch(separate Room) *Writing Pads & Pencils *Cold Water *Mints *Standard microphones (Rostrum with Mic) *1 Whiteboard with markers or 1 flipchart *1 Microphones per table of 2 people *4 mics for panel discussion *1 wired connection for Internet to Podium *Laptop and LCD Projector (complimentary) *1 Wireless Lapel Microphone *Translation Booth and equipment
	Lunch Room		Rounds for 40	*2 double sided buffets
<b>Wednesday - May 07, 2014</b>				
	<b>Sleeping Rooms</b>		<b>26 Sleeping Rooms</b>	
	Registration Desk		Two Tables set up outside meeting room with four chairs.	
	Secretariat Room (Complimentary)		Must be a private lockable room that accomodates 12 people with 24 hour access. -	*Phone Line for Phone *Laser Printer Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate  *6
	Meeting Room		Classroom for 40 - 2 People per table - Room must be available from 6 am - 7 pm - Place 2 tables outside the room for materials to be displayed.	FULL DAY EXECUTIVE MEETING PACKAGE *2 Coffee Breaks *One Daily Business Lunch(separate Room) *Writing Pads & Pencils *Cold Water *Mints *Standard microphones (Rostrum with Mic) *1 Whiteboard with markers or 1 flipchart *1 Microphones per table of 2 people *4 mics for panel discussion *1 wired connection for Internet to Podium *Laptop and LCD Projector (complimentary) *1 Wireless Lapel Microphone *Translation Booth and equipment
	Lunch Room		Rounds for 40	*2 double sided buffets

<b>Thursday - May 08, 2014</b>			
	Check Out		

<b>May 7 – 9 - Regional Anti-counterfeiting and Anti-piracy training</b>			
<u>Day</u>	<u>Room</u>	<u>Room Name</u>	<u>Equipment</u>
<b>Tuesday- May 06, 2014</b>			
	<b>Sleeping Rooms</b>		<b>40 Sleeping Rooms</b>
	Secretariat Room		Must be a private lockable room that accomodates 12 people with 24 hour access. - *Phone Line for Phone *Laser Printer *6 Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate
<b>Wednesday - May 07, 2014</b>			
	<b>Sleeping Rooms</b>		<b>40 Sleeping Rooms</b>
	Registration Desk		Two Tables set up outside meeting room with four chairs.
	Secretariat Room (Complimentary)		Must be a private lockable room that accomodates 12 people with 24 hour access. - *Phone Line for Phone *Laser Printer *6 Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate
	Meeting Room		Classroom for 55 - 2 People per table - Room must be available from 6 am - 7 pm - Place 2 tables outside the room for materials to be displayed. FULL DAY EXECUTIVE MEETING PACKAGE *2 Coffee Breaks *One Daily Business Lunch(separate Room) *Writing Pads & Pencils *Cold Water *Mints *Standard microphones (Rostrum with Mic) *1 Whiteboard with markers or 1 flipchart *1 Microphones per table of 2 people *4 mics for panel discussion *1 wired connection for Internet to Podium *Laptop and LCD Projector (complimentary) *1 Wireless Lapel Microphone *Translation Booth and equipment
	Lunch Room		Rounds for 65 *2 double sided buffets
<b>Thursday- May 08, 2014</b>			
	<b>Sleeping Rooms</b>		<b>40 Sleeping Rooms</b>
	Registration Desk		Two Tables set up outside meeting room with four chairs.

	Secretariat Room (Complimentary)		Must be a private lockable room that accomodates 12 people with 24 hour access. -	*Phone Line for Phone *Laser Printer Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate *6
	Meeting Room		Classroom for 55 - 2 People per table - Room must be available from 6 am - 7 pm - Place 2 tables outside the room for materials to be displayed.	FULL DAY EXECUTIVE MEETING PACKAGE *2 Coffee Breaks *One Daily Business Lunch(separate Room) *Writing Pads & Pencils *Cold Water *Mints *Standard microphones (Rostrum with Mic) *1 Whiteboard with markers or 1 flipchart *1 Microphones per table of 2 people *4 mics for panel discussion *1 wired connection for Internet to Podium *Laptop and LCD Projector (complimentary) *1 Wireless Lapel Microphone *Translation Booth and equipment
	Lunch Room		Rounds for 55	*2 double sided buffets
<b>Friday - May 09, 2014</b>				
	<b>Sleeping Rooms</b>		<b>40 Sleeping Rooms</b>	
	Registration Desk		Two Tables set up outside meeting room with four chairs.	
	Secretariat Room (Complimentary)		Must be a private lockable room that accomodates 12 people with 24 hour access. -	*Phone Line for Phone *Laser Printer Wired Internet connections *Copier that can staple, hole punch, make two sided copies and collate *6
	Meeting Room		Classroom for 50 - 2 People per table - Room must be available from 6 am - 7 pm - Place 2 tables outside the room for materials to be displayed.	FULL DAY EXECUTIVE MEETING PACKAGE *2 Coffee Breaks *One Daily Business Lunch(separate Room) *Writing Pads & Pencils *Cold Water *Mints *Standard microphones (Rostrum with Mic) *1 Whiteboard with markers or 1 flipchart *1 Microphones per table of 2 people *4 mics for panel discussion *1 wired connection for Internet to Podium *Laptop and LCD Projector (complimentary) *1 Wireless Lapel Microphone *Translation Booth and equipment
	Lunch Room		Rounds for 55	*2 double sided buffets

Saturday May 08, 2014			
Check Out			

Synopsis

- Conference 1: May 5 – 7, 2014: South Asia Regional Border Enforcement
- Conference 2: May 7 – 9, 2014: Regional Anti-counterfeiting and Anti-piracy training for IPR Border Enforcement Officials from India, China, and ASEAN
- 3 day conference package for both conferences
- Lodging for 4 nights (May 4 – 8 & May 6 – 10). The first conference requires 26 sleeping rooms; the second conference requires 44 sleeping rooms.

Please advise the vat exempted prices

Two separate quotes i.e. one for each conference