MEETING ROOM C2

Meeting room C2

→ Standard configuration: rectangle
→ 9 tables with electrical outlets
→ 18 chairs
→ 1 flipchart included
→ Coat rack
→ Daylight
→ Water service with carafes

Additional services

Upon request:
→ Videoconferences

Multimedia

→ Easy configuration with touch screen
→ 1 laptop included
→ LCD wall-mounted screen (178cm x 100cm)
→ HDMI and VGA laptop connection
→ High-speed Wi-Fi

Sound system

→ Front speaker

FACT SHEET

18 seats
48m²

Institut de Hautes Études Internationales et du Développement
Graduate Institute of International and Development Studies

Maison de la paix

Petal 1 Petal 2 Petal 3 Petal 4 Petal 5 Petal 6

Access C2

Meeting Centre

Rental fees
Contact
Rental fees

<table>
<thead>
<tr>
<th>Meeting room C2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily rental</td>
<td>CHF 700.00</td>
</tr>
<tr>
<td>Half-day rental (max 4 hours – morning or afternoon)</td>
<td>CHF 470.00</td>
</tr>
</tbody>
</table>

Configurations and rates

Additional set-up fees will be charged depending on the chosen configuration:

- **Standard configuration**
  - 18 seats
  - No additional costs

- **U-shape**
  - 12 seats
  - CHF 150.00

- **Theatre**
  - 30 seats
  - CHF 300.00

- **Islands**
  - 24 seats
  - CHF 250.00
  - + 2 at head table

Custom configuration also possible upon request.

Opening hours

A member from the Graduate Institute’s Events Team will be present to welcome you and to assist you during your event. A technician, who will help you set-up for an hour prior to the start of the event, is also included.

This service is provided from 8:00 until 18:00 on weekdays. Additional costs can occur outside of business hours and over the weekend depending on your conference’s programme.

Catering

Coffee breaks, lunch buffets and cocktails can be organised in the corridor in front of the conference room.

Novae is the Maison de la paix’s preferred vendor for catering. However, it does not have an exclusive contract. You may contact Mr Geoffrey Moreau, Novae’s onsite manager, who can send you a quote and answer your questions at iheidi@novae-restauration.ch.

Seated lunches/dinners or receptions can also be organised in Le Restaurant de la Maison de la paix, located on the 8th floor of the Petal 5 building. The restaurant can accommodate up to 45 people for a sit-down function and many more on the terrace in instances of good weather. For additional information: http://maisondelapaix-restaurant.ch/.

Additional information

The aforementioned prices are for general information only; they can vary and/or can be adjusted according to your requirements.

A detailed quote will be sent upon specific request. All rates indicated are in Swiss francs (CHF), VAT excluded (7.7%). The Maison de la paix’s pricing will be guaranteed upon the signature of the contract.

Contact details

Please do not hesitate to contact us to enquire about availabilities or to request a quote.

events@graduateinstitute.ch / Tel: +41 22 908 43 50.