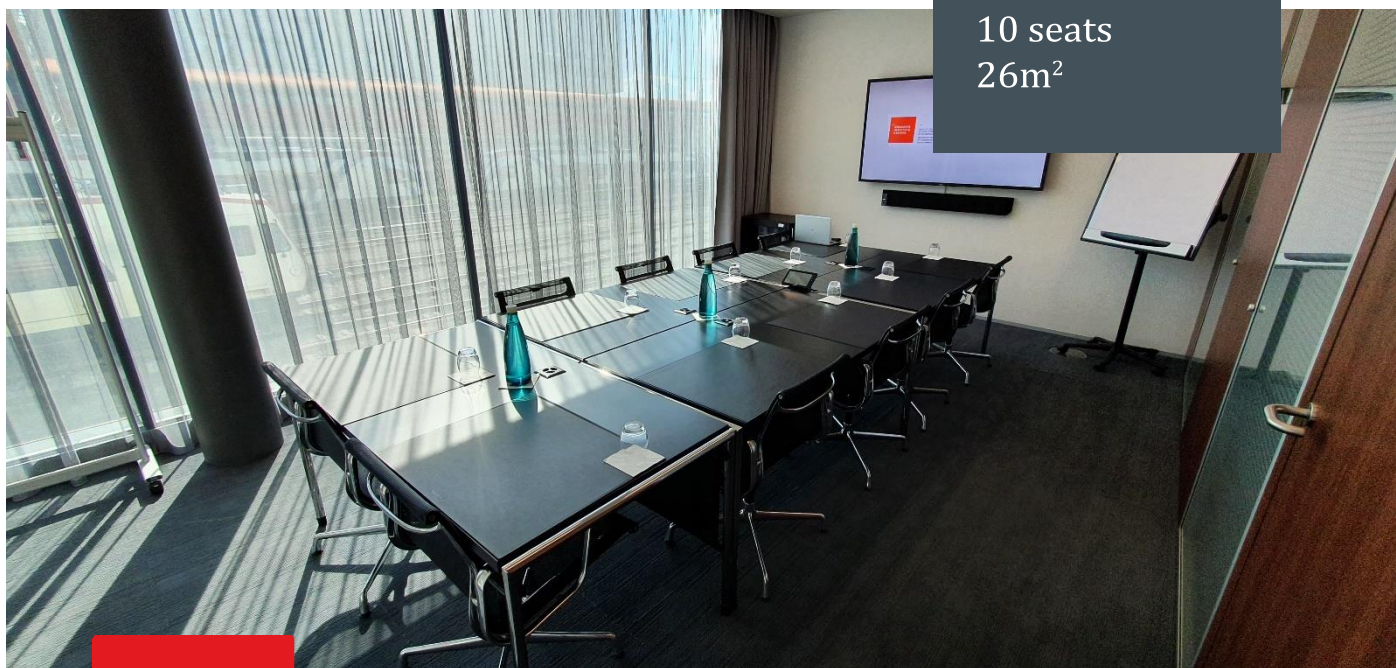


MEETING ROOM C4

FACT SHEET

10 seats
26m²



**GENEVA
GRADUATE
INSTITUTE**

INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

Meeting room C4

- Standard configuration: rectangle
- 5 tables with electrical outlets
- 10 chairs
- 1 flipchart included
- Coat rack
- Natural light
- Water service with carafes and glasses

Additional services

- Upon request:
- Videoconferences

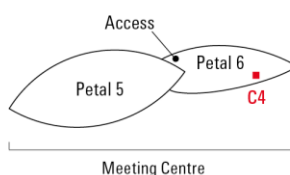
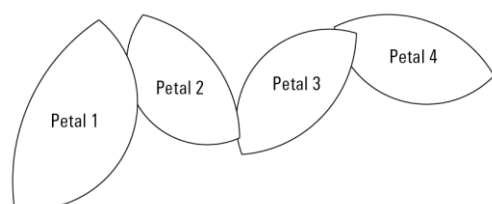
Multimedia

- Easy configuration with touch screen
- 1 laptop included
- LCD wall-mounted screen (155cm x 87cm)
- HDMI and VGA laptop connection
- High-speed Wi-Fi

Sound system

- Front speaker

Maison de la paix



Rental fees
Contact



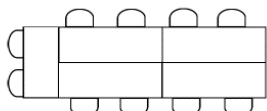
Rental fees

Meeting room C4	
Daily rental	CHF 500.00
Half-day rental (maximum 4 hours – morning or afternoon)	CHF 340.00

Configurations and rates

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

Standard configuration
10 seats



No additional costs

Theatre
12 seats



CHF 250.00

Custom configurations are 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 Philippe Bergeon, Novae's onsite manager, who can send you a quote and answer your questions at iheid@novae-restauration.ch.

Seated lunches/dinners or receptions can also be organised in the restaurant *La Terrasse 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.