

KEY DATA FOR PLANNING AN EVENT

Please fill in the following fields as detailed as possible:

Title of event:

Category of event:

- ☒ Single lecture ☐
- ☐ Conference / Symposium
- ☐ Workshop

Preferred date(s) of event:

Starting and end time of event: from to

Type of event:

- ☒ In-person
- ☐ Hybrid
- ☐ Online

Expected number of guests (incl. lecturers):

Preferred venue for event (multiple choice possible)

- | | |
|--|---|
| ☐ Otto Wagner Postsparkasse | ☐ Athens branch |
| ☐ Main Building | ☐ Cairo branch |
| ☐ Collegium | ☐ Ephesos branch |
| ☐ Burse | ☐ Krems branch |
| ☐ | |



Which additional services do you need?

- ☐ Coffee break No. of guests:
- ☐ Drinks No. of guests:
- ☐ Booking a table in a restaurant (invitation of scientific colleagues)
Location:
No. of guests:

Cost centre or project number:

Scientist(s) responsible for organising the event:

IN ADDITION

Please send one or more images for layouting the invitation and announcing the event on our website.

landscape format, high resolution (tiff, eps)

Please send an abstract in German and English describing the content and aim of the event. It will be used to create the invitation and to announce the event on our website.

max. 1500 characters incl. spaces