



CENTRO CONGRESSI  
LINGOTTO

## ROMA ROOM

Total seats capacity	75
Total standing capacity	
Seat configuration	Theatre style
Total available seats / available armchairs	75 armchairs
Total surface	102 sq.mt.
Length	20 mt.
Width	5,10 mt.
Hall qualitative level	Excellent
Floor	Mezzanine
Hall available for	Congress
Placing and capacity with u-shape table	*
Placing and capacity with school classroom style	*
Placing and capacity with theatre / auditorium style	Yes, theatre style
Placing and capacity with step theatre	No
Placing and capacity with central table	20 pp
Placing and capacity with round table	*
Cocktail configuration	Yes

Fixed or removable seats	Fixed
Chairs or armchairs	Armchairs
Seats or armchairs width	56 cm
Corridor width between armchairs	0,90 mt. wide on each side
Overturnable desk	Yes
Folding top dimension	Cm. 29x21
Fixed speakers' table	Mobile
Removable speakers' table	Yes
Presidential table	Yes
Speakers' table dimension	Dim. cm. 200 x 90 x h.74 cm
Speakers' table seats	Max 3
Platform / stage	Speakers' table + podium
Stage dimension	No stage
Lighting system	Yes
Speakers' podium	Size cm. 42 x 44 x h 131
Heating system	Yes
Air-conditioning	Yes
Cleaning frequency	Daily
Maintenance frequency	Monthly or according to extra needs

Modular room	Yes
Subdivisible room with movable wall and sliding curtains	Yes
Modular structure	No
Ceiling minimum height	2,75 mt.
Ceiling maximum height	2,75 mt.
Number of entrances	2

Dimension entrances	Mt. 2,10 x 1,20
Main entrance width	Mt. 0,90
Main entrance height	Mt. 2,10
Number of windows and dimension of fixed glass walls ( blacked out )	2 (dim. Mt. 4,80 x 1,25)
Number of emergency exits	2
Total number of vehicles entry	None
Access to disabled people	Yes
Pedestrian access	Yes
Access by vehicles / car access / from road	No
Access to stage from road	No

Soundproofing	Yes
Room dimming	Yes
Daylight	Yes
Dimming lighting system	Yes
Openable glass ceiling	No
Fire-fighting devices	Yes
Exhibiting possibility	Yes
Availability of tables for seminars	Yes

## EQUIPMENT AVAILABLE

### AUDIO EQUIPMENT

Amplification system	Yes
Sound system / audio recording	Yes
Sound system / sound amplification	Yes

Microphone on speakers'table	2
Clip on mike and headset mike	*
Wireless microphone	*
Recorder	*

**VIDEO EQUIPMENT**

Connections for video-conference	*
Conference call system	*
TV plug	*
Audio and video wiring	*
Fiber optic cable for external projections	*
Satellite link	
Cabin / projection system	*
A/V control room	*
Digital led display	*
Fading	*
Double projection slides	*
System of video recording	*
Video-projector	*
Position of video-projector	* Ceiling
Possibility of connection between videoprojector and PC	*
Video-projector power	*
Video-projector's model	*
Video projector ( with interface ) and recording set	*
Video-recorder	*

Number of videorecorders	*
Videorecorder's model	*
Camera	*
Number and location of cameras	*
Back-projection	*
Monitor on speakers' table	*
Slide projector	*
Front or back projector	*
Laser pointer	*
Mega-screen	No
Frame-screen	Yes
Powered screen	No
Screen dimensions	Dim. mt. 3 x 2
Flipchart	*
Overhead projector	*
Magnetic blackboard	*
Remote control on speakers' table	*
Closed circuit TV	*
Digital clock	*

## INFORMATICS AND TELEMATICS EQUIPMENT

Internet access corner	*
PC connections	*
IT equipment	*
Number of available computers	*

PC model included	*
Networked computers	*
IT network	*
Cabled networks	*

**EQUIPMENT FOR SIMULTANEOUS TRANSLATION**

Simultaneous translation system	*
Simultaneous translation system / cabins (ISO)	Yes
Number of fixed cabins	None
Available area for mobile cabins	Yes
Headphones / headset for simultaneous translation (infrared system)	* Min 50
Available interpreters' seats	1

**ELECTRICITY**

Available electrical power	5 kilowatt
Available electrical connections and sockets	*

**TELEPHONE EQUIPMENT**

Telephone connection for external line	*
Available telephone lines for guests	*
ISDN lines	*
Telephone line on speakers' table	*

Fax	*
Telex	*
Voting system ( electronic / wireless )	*
Technical staff / technical assistance	*
Photocopying machine	*

**EQUIPMENT AVAILABLE ON REQUEST**

Technical equipment rental	Yes
Electrical equipment rental	Yes
Furniture items	See attached form
Floorplan	See attached form

**CONTRACTS**

Timing and procedures of provided services	Established from time to time
Customer's responsibility	Art.9 general conditions :"[...] is exonerated from any responsibility for damages to persons or belongings of a third party during the event"
Responsibility borne by the lessee	See art.9 of general conditions
Existing insurance-cover	Global buildings ,civil responsibility (RCO/RCT)+more different
Insurance cover required to customer	Art.11 gen.cond:" The Organizing Company will have to stipulate and maintain, for the whole period of the present agreement, an insurance coverage against the civic responsibility for all the damages caused to a third party in the course of the event by the Organizer, his collaborators and/ or dependent and participants to the event, paying the relative prizes. ..."
Payment terms and conditions	100% before the event
Cancellation policy	Art.15 gen.cond. :"[...] The partial rental of the Conference Centre and in particular the one of a single hall, may allow an increase on the rates whose amount will be transmitted to the user before booking. ..."

Complimentary services included in rooms' rental	Assistance hall hostess**, technical audio and video, congress presidium, air conditioning, lighting.
Available additional services upon request	Hostess-steward- A/V/light technicians-portering-armed surveillance.

- \*Equipment not included in the basic rental of the room
- \*\* As internal emergency plan