



ECTMIH 2025
29th September - 2nd October, 2025
Congress Center Hamburg, Hamburg, Germany

ECTMIH Request for Meeting Space
Order Form

Email completed form to Inga Hansmann, ECTMIH-Manager, ectmih@bnitm.de

Rooms can be booked for 1-4 hours (1/2 day) or 5-8 hours (Full day). Space is available beginning Monday September 29th through Thursday, October 2nd from 8 AM to 8 PM Please note our meeting guidelines below.

	On or before July 30
Small Meeting space (< 10 persons) Half day/room	300 EUR
Small Meeting space (< 10 persons) Full day/room	500 EUR
Medium Meeting space (< 20 persons) Half day/room	600 EUR
Medium Meeting space (< 20 persons) Full day/room	800 EUR
Large meeting space (< 100 persons) Half day/room	1000 EUR
Large meeting space (< 100 persons) Full day/room	1500 EUR

Organization _____

Contact Name and Title _____

Address _____

City/State/Postal Code/Country _____

Phone _____ E-Mail _____

Meeting Information

Meeting Name: _____

Meeting Description:

Meeting Date and Time First Choice (*include start and end times; all times are Central European Time*):

Meeting Date and Time Second Choice (*include start and end times; all times are CET*):

Full Day € _____ Half Day € _____

How many attendees do you anticipate? _____

Meeting Guidelines

- ECTMIH only provide meeting space at the ECTMIH venue: Congress Center Hamburg (CCH).
- Meeting room rental fee must be received before space will be reserved.
- The rental fee only covers the room costs. If your meeting requires catering and/or audio-visual equipment, ECTMIH will connect you with CCH/vendors for your individual follow-up on arrangements and billing. Your meeting organizer must contact the CCH with catering order and ImageAV with audio-visual equipment order no later than Monday, August 11. Arrangements cannot be guaranteed unless order is received by hotels/vendors by Monday, August 11.
- There are rare circumstances where ECTMIH may have to change confirmed meeting space. If this happens, meeting organizers will be contacted as soon as possible.
- It is the responsibility of the organization to make sure the confirmation received is accurate. Please contact ECTMIH immediately if the confirmation is incorrect.
- Due to the high demand of weeklong meeting requests, space will be held for 30 days without payment. If payment is not made within 30 of receipt of confirmation, the space will be released.
- Please note a 150 EUR cancelation fee will apply to all cancelations made by August 15. No fees will be refunded for cancelations received after August 15.
- An invoice will be send out once the form is received and time slot confirmed.
- **Registration Deadline: 30.07.2025**