

**MEETING ROOM & CONFERENCE ROOM RESERVATION FORM**

Date : ............................

Name & Surname : .........................................................................................................

Telephone : .........................................................................................................

E-mail : ..........................................................................................................

Meeting / Course Information : ..........................................................................................................

Date of Reservation : ..........................................................................................................

Starting time of the meeting/course : ..................................... Ending time : ..............................................

Expected # of participants : ..........................................................................................................

Type of Activity/Activities : ⁬DVD Display ⁬VCD Display ⁬VHS Display ⁬Projector ⁬Slide Show

Title of the material to be shown : ...........................................................................................................

Call Number of the material (If present in the Library Collection) : ...................................................................

⁬Meeting Room

Conference Room

Only ITU members can benefit from the meeting and conference rooms.

Please, be informed that you cannot have food and drinks in the meeting rooms as it is the rule in the other departments of the Library. Kindly, bear in mind that smoking and mobile phones are not allowed in the Library.